



## Microsoft Excel Basic

### Pre-requisites

A basic knowledge of Windows is preferred, but not essential

### Course Objectives

Delegates should acquire the skills to enable them to identify the features and components of Microsoft Excel and therefore be able to:

- Create, format and print worksheets.
- Use functions and formulas to calculate data.
- Use data sort, outlining features and produce charts

### Course Content

**0930hrs to 1630hrs**

<ul style="list-style-type: none"><li>• Open electronic workbooks</li><li>• Enter text and numbers</li><li>• Delete cell contents</li><li>• Enter and apply common formulas<ul style="list-style-type: none"><li>○ Simple formula and functions</li><li>○ Sum</li><li>○ Max</li><li>○ Min</li><li>○ Average/a</li><li>○ Count/a</li><li>○ Count blank</li></ul></li><li>• Apply font formats<ul style="list-style-type: none"><li>○ Apply general numbers formats</li><li>○ Modify cell size and alignment</li><li>○ Rotate and indent text</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Close workbooks</li><li>• Clear and format ranges</li><li>• Delete worksheets</li><li>• Create and modify lines and objects</li><li>• Copy and move data</li><li>• Save workbooks</li><li>• Preview and printer worksheets</li><li>• Print headers and footers</li><li>• Use series fill<ul style="list-style-type: none"><li>○ Fill dates</li><li>○ Fill numbers</li><li>○ Fill increments</li></ul></li><li>• Charts<ul style="list-style-type: none"><li>○ Create a simple chart</li><li>○ Edit a chart</li><li>○ Use different charts</li></ul></li></ul>
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