

MASTER EXCEL FUNDAMENTALS

There are many ways to get things done in Excel, but is your approach the quickest, easiest and most accurate? In this one day workshop you will discover the best practices used by experts for all your every day tasks from creating formulas to formatting and printing.

Discover the key fundamentals that make you faster, more accurate and more efficient. Even if you have been using Excel for a long time, but learned on your own, you will discover dozens of useful tips for enhancing your Word Processing skills and creating better documents. Register for this one day workshop and dramatically improve your productivity.

WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:00PM | WORKSHOP ID: 120 | FEE: \$350/PERSON

COURSEWARE OUTLINE

Introduction

- The excel window
- Enter data in the worksheet
- Move around the worksheet
- Spreadsheet terminology

Data Entry

- Edit cells
- Copy and move data
- Manipulate rows and columns

Manage Worksheets

- Create, copy and move worksheets
- Managing worksheets across workbooks

Formulas & Functions

- Create simple formulas
- Use common functions
- Use absolute & relative addresses
- Understand formula operator and symbols

Formatting

- Format a worksheet
- Format cells
- Autoformat
- Use the format painter

Customize Excel

- Modify toolbars
- Customize the excel window

Layout And Printing

- Preview the worksheet
- Customize the printout
- Print the worksheet

Select & Navigate

- Navigate with speed keys
- Select with Goto Special

Custom Cell Formats

- Use custom formats
- Change the row height
- Align the cell contents

Tools

- Fill data
- Special format tools
- Clear cell contents and formats

Sorting And Filtering

- Understand database concepts and terminology
- Sort, find and filter data
- Outline and summarize data

BASIC SKILLS CHECKLIST

No previous knowledge of Excel is required. Before attending this workshop, you should be able to size and move windows, access menus and make menu choices, manage documents, use cut and paste, and find documents in Windows.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

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Toll Free 1800-654-3251
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