

Introduction to Microsoft Excel



This one day course is designed for people with limited experience of Excel.

Delivered in a small group format, one of our experienced tutors will introduce you to the core skills required to use Excel effectively at work..

Cost: from only £75+VAT

At the end of the course you will be able to:

- ① *Quickly and efficiently construct a spreadsheet containing calculations and charts.*
- ① *Format your spreadsheet for maximum impact on-screen and when printing*



The ability to use Microsoft Excel is vital for most office-based jobs. If you need to sort or manipulate data, assemble or analyse figures then, unless your organisation has its own specialist software, Excel is usually the best way to do it.

Perhaps you have already picked up a few Excel skills. However, although you can do some things well, it may be that other tasks remain difficult. And, even if you think you know the best way to do something, there is often a faster, more efficient way.

Because all of our delegates have slightly different needs we run our one day courses differently to most providers:

- We have a maximum group size of eight, ensuring that individual needs can be met.
- Although we have a "base content" for each course, our tutors will always cover additional ground if requested and if there is sufficient time.

Practical Details

Venue: Damar Training, Petersgate House, 64 St Petersgate Stockport SK1 1HE.

Duration: 1 day, 9.30 am to 4.30pm.

Course manual: Provided

Price includes coffee, tea, mineral water.

Next course date: Please ask your usual Damar contact or call us on **0161 480 8171**.

Cost and Booking

Existing Damar apprentices and their colleagues: **£75+VAT**

Other delegates: **£125+VAT***

Fees are payable in advance.

To make a booking, please ask your usual Damar contact or call us on **0161 480 8171**.

***NB** If your organisation is not already a Damar customer for apprenticeships and you enrol an apprentice with Damar within 30 days of booking we will rebate the £50 difference.

Course content:

Format Worksheets

- Modify cell size and alignment
- Apply general number formats
- Apply font formats
- Apply borders and gridlines
- Apply background patterns

Print Workbooks

- Preview and print worksheets
- Print headers and footers
- Change print margin settings
- Use page break view

Modify Workbooks

- Revise text and numbers
- Revise formulae
- Copy and move data
- Rotate and align text
- Use Autofill
- Relative and absolute cell references
- Adjust settings
- Select single and multiple worksheets

Use Formulae and Functions

- Enter simple formulae
- Use the Sum and Autosum functions
- Use the Average, Min and Max functions
- Using the IF function

Use Charts

- Create, format and modify charts
- Preview and print charts

Using Excel's database capabilities

- Sorting data
- Sub-totals and grand totals
- Apply filters and use Autofilter

