



This course covers the following topics (any items marked with a * will be covered if time allows):

Excel basics

- Numbers, text and dates
- Moving around
- Selecting cells
- Working with files
- Moving and copying

Creating formulae

- Understanding BODMAS and brackets
- AutoSum (totals and other functions)
- Using the function wizard

Formatting worksheets

- Inserting/deleting rows/columns
- Fonts, colours and alignment
- Boxes, lines and shading
- Simple number formats
- Using the Format Painter

Basic printing

- Using print preview
- Margins and orientation
- Scaling (fitting to a page)
- Printing the selected cells

Worksheets

- Inserting/deleting sheets
- Moving and copying sheets
- Moving between sheets
- Linking sheets with formulae

Charts (*)

- Selecting data
- Quick ways to create charts
- Changing the chart type
- Formatting and printing charts

Cell comments (*)

- Adding and editing comments
- Printing comments

Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](https://www.wiseowl.co.uk/). For more information, see <https://www.wiseowl.co.uk/>.