



Bite-sized Excel Basic Formulae

2.5 hour training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Entering formulae (*)

- Using arithmetic operators
- Creating and checking formulae
- Copying and editing formulae

More advanced formulae (*)

- Using percentages
- Understanding BODMAS
- Using brackets

Aggregating data (*)

- Totals and AutoSum
- Other aggregation functions



Pre-requisites for Bite-sized Excel Basic Formulae course

To attend this course you should be familiar with opening Excel workbooks, making changes and saving your work.

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£395 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£295 per person + VAT
Online	Your home or office!	£150 per person + VAT

Scheduled Dates

We don't currently have any dates scheduled for this course, but it's always worth contacting us to see if we'll add some. Alternatively, ask us about organizing a customized course at your office (we'll provide and set up the computers, or an online course tailored to your needs).