



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

<p><b>Excel basics</b></p> <ul style="list-style-type: none"><li>• Numbers, text and dates</li><li>• Moving around</li><li>• Selecting cells</li><li>• Working with files</li><li>• Moving and copying</li></ul> <p><b>Creating formulae</b></p> <ul style="list-style-type: none"><li>• Understanding BODMAS and brackets</li><li>• AutoSum (totals and other functions)</li><li>• Using the function wizard</li></ul> <p><b>Formatting worksheets</b></p> <ul style="list-style-type: none"><li>• Inserting/deleting rows/columns</li><li>• Fonts, colours and alignment</li><li>• Boxes, lines and shading</li><li>• Simple number formats</li><li>• Using the Format Painter</li></ul>	<p><b>Basic printing</b></p> <ul style="list-style-type: none"><li>• Using print preview</li><li>• Margins and orientation</li><li>• Scaling (fitting to a page)</li><li>• Printing the selected cells</li></ul> <p><b>Worksheets</b></p> <ul style="list-style-type: none"><li>• Inserting/deleting sheets</li><li>• Moving and copying sheets</li><li>• Moving between sheets</li><li>• Linking sheets with formulae</li></ul> <p><b>Charts (*)</b></p> <ul style="list-style-type: none"><li>• Selecting data</li><li>• Quick ways to create charts</li><li>• Changing the chart type</li><li>• Formatting and printing charts</li></ul>	<p><b>Cell comments (*)</b></p> <ul style="list-style-type: none"><li>• Adding and editing comments</li><li>• Printing comments</li></ul>
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Maximum 6 people per course. Scheduled classroom courses include lunch at a local restaurant; you can see how our online training works [here](#). For more information, see <https://www.wiseowl.co.uk/>.