

# Excel Introduction

## 1 day training course



## Course contents

This course will cover the following topics. Those marked with (\*) 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 notes (\*)

- Adding and editing notes
- Printing notes

## Pre-requisites for Excel Introduction course

You should not attend this course if you're not already comfortable using Windows. The course uses Excel 365, although it will also be relevant for those using Excel 2016 or 2019.

### Prices

Venue	Address	Price per place
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£895 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£725 per person + VAT
<a href="#">Online</a>	Your home or office!	£525 per person + VAT

### Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Tuesday 07 July 2026	Online	08:30-15:30	£525 + VAT	<a href="#">Book this</a>
Thursday 06 August 2026	Online	09:30-16:30	£525 + VAT	<a href="#">Book this</a>
Monday 24 August 2026	Online	09:30-16:30	£525 + VAT	<a href="#">Book this</a>
Thursday 03 September 2026	Manchester	09:30-16:30	£725 + VAT	<a href="#">Book this</a>
Monday 07 September 2026	Online	09:30-16:30	£525 + VAT	<a href="#">Book this</a>

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.