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 rules
- The AutoSum tool
- 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)
- Page numbering and print titles
- Printing the selected cells

Worksheets

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

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
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£895 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£725 per person + VAT
Online	Your home or office!	£525 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Monday 07 December 2026	Online	09:30-16:30	£525 + VAT	Book this
Wednesday 06 January 2027	Online	09:30-16:30	£525 + VAT	Book this
Thursday 04 February 2027	Manchester	09:30-16:30	£725 + VAT	Book this
Monday 08 February 2027	Online	09:30-16:30	£525 + VAT	Book this
Friday 19 March 2027	Online	09:30-16:30	£525 + VAT	Book this

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.