

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

<p>Excel basics</p> <ul style="list-style-type: none">• Numbers, text and dates• Moving around• Selecting cells• Working with files• Moving and copying <p>Creating formulae</p> <ul style="list-style-type: none">• Understanding BODMAS and brackets• AutoSum (totals and other functions)• Using the function wizard <p>Formatting worksheets</p> <ul style="list-style-type: none">• Inserting/deleting rows/columns• Fonts, colours and alignment• Boxes, lines and shading• Simple number formats• Using the Format Painter	<p>Basic printing</p> <ul style="list-style-type: none">• Using print preview• Margins and orientation• Scaling (fitting to a page)• Printing the selected cells <p>Worksheets</p> <ul style="list-style-type: none">• Inserting/deleting sheets• Moving and copying sheets• Moving between sheets• Linking sheets with formulae <p>Charts (*)</p> <ul style="list-style-type: none">• Selecting data• Quick ways to create charts• Changing the chart type• Formatting and printing charts	<p>Cell comments (*)</p> <ul style="list-style-type: none">• Adding and editing comments• Printing comments
--	---	---

There will be no more than 6 people on the course. We strongly recommend the use of a second monitor for this training. For more information, see www.wiseowl.co.uk/excel/online/excel-introduction/.