

This course covers the following topics (any items marked with a \* 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

### Charts

- Selecting data
- Quick ways to create charts
- Changing the chart type
- Formatting and printing charts

### Worksheets

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

### Cell comments (\*)

- Adding and editing comments
- Printing comments

There will be no more than 6 people on the course. All of our public (scheduled) courses include lunch at a local restaurant. For more information, see [www.wiseowl.co.uk/courses/excel-introduction.htm](http://www.wiseowl.co.uk/courses/excel-introduction.htm).