

PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

INTRODUCTORY MICROSOFT EXCEL

Course Specification



Columns

Rows

Cells

Formulae

BODMAS

Worksheets

Links

Statistics

Charts

"I've never used a Spreadsheet before, I would like to know how to Plan & Create Spreadsheets with Microsoft Excel". The Spreadsheet is the single piece of programming that turned the Personal Computer into a powerful Business Tool. You can use Spreadsheets in various Applications, i.e. Company Accounts, Home Finances, Income Projections, Statistical Data Analysis, Cash Flows etc. This course introduces you to the spreadsheet and guides you through the creation of Automatically Calculated Documentation.

Hands on

Throughout this course you will have full access to a PC. The "Hands On Exercises" will guide you through the creation of Fully Functional Spreadsheets.

The culmination of this course, is an exercise where you create a Weekly petty Cash Spreadsheet, that is linked daily, and is graphically enhanced with a chart. Exercises Include:

- Using the 3 Basic Tools of Any Excel Spreadsheet.
- Insert and Delete Columns and Rows
- Understand Formulae
- Create a Multiple Spreadsheet Outline
- Add Charts to Spreadsheets
- Understanding the Basic Rules of Mathematics, (BODMAS)

Course Benefits

You will be able to create Company Accounts, Report on your data, and formulate projections for the future. These are all possible by using a spreadsheet. This course, takes you from first principles to creating a complete Linked Spreadsheet with Charts in only ONE day.

During this course, you will gain the skills needed to build effective and exciting Spreadsheets with Microsoft Excel. You will learn to use the powerful capabilities of Excel to integrate Text, Values and Formulae to create quality documentation.

Course Details

Duration 1 Day

Cost £125.00 + VAT - PP

Location Alcrest Academy

Follow Up Course Intermediate Excel

Introductory Microsoft Excel

Course Content

- Understand Spreadsheet Concepts
- Using the three main tools to create spreadsheets
- Understand Screen Layouts, Menus, Toolbars, Tips & Help
- Building Multi-sheet Workbooks by copying and pasting Sheets & Data
- Introduction to Spreadsheet Functions
- Introduction to Statistical Functions
- Using Point and Shoot Techniques
- Understanding BODMAS
- Formatting Data and Text
- Using Lines, Colour and Shading to Enhance Spreadsheets
- Opening and Closing Spreadsheets and using the file control Commands
- Saving Spreadsheets
- Understanding Page Layouts and Setup
- Using Page preview to assist in document presentation
- Printing Sheets, ranges and Workbooks
- Creating Charts
- Customising and Printing Charts
- Understand Cell and Sheet Linking
- Linking functions over multiple sheets
- Inserting and Deleting Columns and Rows
- Resizing Columns and Rows

You Will Learn How To:

- Create Fully Functional Spreadsheets
- Link Values in sheets to create Reports
- Be able to analyse your data
- Be able to maintain control over your company finances
- Create Visual Presentations by using Charts
- Run Statistical Functions
- Format your Spreadsheets to create stunning presentations
- And Much More



To Book your Course, Please Telephone Andrew on 321703 or 07872384744

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