

DISCOVERING EXCEL

powered by  **ALCHEMEX**TM
Business Intelligence. Simply.

Giving self-taught Excel users a comprehensive all round knowledge of Microsoft Excel

During this course you will be taught how to develop spreadsheets using formulas and formatting; and will be shown how to create charts ensuring you leave with a comprehensive knowledge of how to make Excel work for you.

These workshops are available in:



Microsoft Office Excel 2003

and



Microsoft Office Excel 2007

Who will benefit by attending this course?

Basic Excel Knowledge - to assess your Excel knowledge go to:

<http://www.alchemex.com/Resources/Training%20PreAssessments/PreAssessmentforDiscoveringExcel.xls>

Course Duration

Classroom - Full day (9:00 - 16:30)

Online - Self Paced (Full day classroom equivalent)

Samples of Workshop Content

- What is Microsoft Excel
- Working with Workbooks and Worksheets
- File Formats and Columns and Rows
- Working with Formulae (Formulae with Absolute References and 3-D Formulae)
- Managing and Using Multiple Worksheets
- Creating Multiple Views
- Formatting and Editing Worksheets
- Printing and Page Setup
- Using Functions (Sum, AutoSum, Average, Max, Text; Conditional Formatting)
- Charts
- Creating and Editing a Chart