

EXCEL ABC's

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An introductory Excel course to familiarise computer users with the basic functionality of Microsoft Excel

If you want to gain a basic understanding of how Excel works, then our Excel ABC's course is for you. This course will introduce you to Microsoft Excel and its powerful features, which will assist you in working more efficiently

These workshops are available in:



Microsoft Office Excel 2003

and



Microsoft Office Excel 2007

Who will benefit by attending this course?

Computer users with basic computer knowledge

Course Duration

Full day (9:00 - 16:30)

Please note that this workshop is only available for groups of 6-8 delegates

Samples of Workshop Content

- What is Microsoft Excel?
- Working with Workbooks and Worksheets
- Working with the basic excel formulae and functions
- How to manage your worksheet
- How to format and edit worksheets
- Page setup and printing