Microsoft Excel 2016 Introduction

Receive a thorough grounding in working with spreadsheets

Synopsis

This introduction level course is suited to new users of Excel or those who are self-taught or never used MS Excel previously.

Course Topics

- Getting to know Excel
- Creating a new workbook
- Working with workbooks
- Editing a workbook
- Selecting ranges
- Copying data
- Formulas and function
- Font formatting
- Cell alignment
- A guide to brilliant spreadsheets
- Filling, moving, filtering and sorting data
- Number formatting
- Row and column formatting
- Working with a worksheet
- Creating charts
- Printing.

Course Details

Delivery:	Inhouse or Virtual delivery
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

About the Trainer

Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.