

Jenny Labbett Computer Services

Making the most of Microsoft Office



Excel Introduction: Session 1 (of 2)

Two half-day sessions.

Pre-requisites for this course: ability to use a mouse and keyboard as well as some familiarity with the Windows environment.

(Familiarity with Microsoft Word would be useful but not essential)

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| HALF-DAY (3 hours) | <ul style="list-style-type: none">• the Excel screen layout• entering and editing data• Undo and Redo• selecting cells• resizing rows and columns• formatting cells<ul style="list-style-type: none">• numbers• text• using the Fill handle• using the SUM function• using AutoSum• using the AVERAGE function• calculating percentages by creating a simple formula• creating a simple chart from Excel data• using Excel Help |
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(delegates should attend session 1 and session 2)