

Jenny Labbett Computer Services

Making the most of Microsoft Office



Excel Introduction: Session 2 (of 2)

Two half-day sessions.

Pre-requisites for this course: attendance at Excel Introduction Session 1

HALF-DAY (3 hours)	<ul style="list-style-type: none">• recap of Session 1 topics• how to copy formulae correctly• relative and absolute cell addressing• naming ranges<ul style="list-style-type: none">• using named ranges in formulae and functions• creating a customised toolbar• inserting and deleting rows and columns• hiding and unhiding rows and columns• introduction to managing information in Excel lists<ul style="list-style-type: none">• creating a list• the AutoComplete feature• freezing column headings on the screen• sorting and filtering data• using Data, Form to enter data
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