

Course: Introduction to Microsoft Excel

Duration: Two day workshop

Course covers the following topics:

- Create a new workbook
- Navigate within workbooks & spreadsheets
- Understand ranges
- Use font formatting techniques
- Use simple calculations
- Number formatting techniques
- Apply a variety of page setup options
- Print and proof a spreadsheet

At completion of the course students will be able to:

Identify the Excel Screen
Use the ribbon
Understand Workbooks
Typing in cells
Print a Worksheet
Edit formulas and functions
Selecting ranges
Copying Excel data
Moving data
Font formatting
Applying borders
Cell alignment
Row and column formatting
Number formatting
Page setup
Printing



We also offer courses in

Adobe

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Captivate

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All students receive:

A Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
Free luncheon voucher
Unlimited Telephone Support
Additional onsite support at a cost effective rate to suit specific needs

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