

## MICROSOFT EXCEL BASIC

### Introduction:

This programme is used to create spreadsheets, graphs and charts. Excel is an extremely powerful tool that can display, calculate and manipulate figures very quickly saving valuable time and brainpower.

### Objective:

To enable delegates to gain a good working knowledge of excel and produce effective spreadsheets.

### Programme Synopsis:

- Getting started
- Understanding the basics
- Toolbars & settings
- Entering data, deleting data
- Cut copy and paste
- Effectively highlighting data
- Formatting cells and data
- Working with rows and columns
- Working with worksheets
- Saving your work effectively
- Using calculations and formula
- Using the AutoFill feature
- Calculating averages
- Absolute cell addressing
- Understanding error messages
- Sorting, manipulating data
- Creating graphs and charts
- Printing spreadsheets
- The help facility
- Useful hints and tips

**Duration:** One Day

**Course Code:** TSCEXCELB

**Certification:** Training Solutions 2000