



# Microsoft Excel

## Getting Started with Excel

Learners on this Microsoft Excel – Getting Started with Excel half day course will gain an insight into the fundamental elements of Excel without having to be away from the office for a full day.

The course assumes no prior knowledge of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

### Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Excel Orientation

- Exploring the Excel Interface
- Finding and using Commands
- Using the Quick Access Toolbar
- Navigating Workbooks

### Basic Workbook Techniques

- Overview - the different uses of Excel
- Creating New Workbooks
- Entering and Editing Data
- Selecting Data
- Opening, Saving and Closing Workbooks

### Using Formulas in Excel

- Formulas vs Functions - what's the difference?
- Creating Formulas
- Finding Functions
- Inserting Functions



*Very insightful course and learnt a lot.*

*Instructor was great and was happy to answer questions related to individuals work.*

L. McCarthy