

Foundation Level – Building on your knowledge

Course Outline

Re-cap

- Getting Started
- Entering and editing Data
- Managing your worksheet layout
- Creating Formulae using relative referencing
- Using AutoSum

Formatting your worksheet

- Character formatting
- Applying borders
- Number formatting
- Text Alignment
- Using Format Painter

Printing your worksheet

- Setting the Print Area
- Selecting the page orientation
- Specifying the margins
- Scaling your worksheet to fit the page

Is this the right level for you?

This course is suitable for delegates who are new to Excel, self-taught or have attend The Essentials course and wish to ensure the foundation of their Excel knowledge is accurate and proficient. You must have a basic understanding of a MS Windows PC including keyboard and mouse familiarity.

What will you be able to do?

The aim of the course is re-cap over topics covered in The Essential Course and to enable you to apply formatting, such as borders, to your spreadsheet to ensure your data is easy to read on screen or when printed.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk

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Website: www.firstpointconsultants.co.uk

Duration

3 hours tuition

Course Reference

FCP/Excel 2013/Foundation/HD02