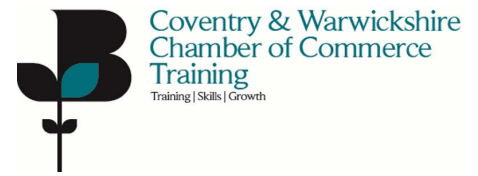


# **Fully Funded Excel Fundamentals Course Tuesday 27th February 2024!**



## **Course Overview and Aim**

By the end of this course attendees will have gained skills in how to enter and edit information in a worksheet, manage and navigate worksheets and workbooks, perform basic calculations and manipulate worksheet data and format worksheet content.



## **Course Type**

Expert Instructor led and guided.

Please note: Microsoft Excel 365 is used as the primary application during the course for demonstration purposes.

Please note, a specially created attendee Excel course file is provided, and is practically used throughout the course.

Post course this file is retained by the attendee as ongoing reference material.



## **Duration**

1 day course – Start time 9.30 a.m. Finish 4.30 p.m.

It is recommended all attendees to aim to arrive, at least 15 mins, before the start of the course, to ensure all pre-course administration and set-up is completed in a timely manner.



## **Location**

National Federation Young Farmers' Clubs, YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Stoneleigh, CV8 2LG



## **Booking**

For further details, contact Clare King in our Commercial Training team on 024 7623 1122 or email [enquiries@cw-chambertraining.co.uk](mailto:enquiries@cw-chambertraining.co.uk)

# One Day Excel Fundamentals Level Course



## Course Content

Opening Excel

Screen Layout, Title Bar, Ribbon, Quick Access Toolbar

Backstage View, Screen Elements

Using the Mouse in Excel, Getting Help

File Options

New Workbook, Saving Workbooks

Spreadsheet Terminology and Selecting Cells

Worksheets and Spreadsheet Navigation

Using GoTo

Entering Data

Cells, Rows & Columns

Editing Data

Formatting Data

Autofill

Using Find and Replace

Basic Formulas, Using AutoSum, Formulas Absolute, Percentages

=COUNT, =COUNTBLANK, =SUM, =AVERAGE, =MAX, =MAX

Formulas Error Messages, Function Wizard

Introduction to Charts

Print - Print Preview, Print - Page Setup

Workbook Protection, Worksheet Protection