



Introduction to Excel

A one day, 5 star rated course from the Marketing Training experts



Introduction to Excel Course

This is a one day training course that gives you an introduction to using Microsoft Excel features and shortcuts

Microsoft Excel is probably one of the most widely used programmes, that is currently not used to its full potential, by its majority of users.

It is an extremely powerful and versatile tool that enables easy data manipulation, process automation and report generation to name a few.

This course will take you through the basics of using Excel through to using some more complex features.

The course covers Excel 2010/2013/2016 (Also Excel 2011 for Mac). You are welcome to bring along an Excel spread sheet that you are working on.

Suitability - Who should attend?

This course is designed for people who are new to Excel or are using Excel in a limited capacity and want to learn more.

You do not need any prior knowledge of Excel.

Prices and Venue

Manchester Science Park: £245 + VAT

2 Delegates: £450+vat

3 Delegates: £600+vat

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Good overview of Excel and lots of good tips to take back to the office. The course covered everything I wanted and The Trainer was great. Would Recommend
.Nicky Roberts | British Council

Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





Intro to Excel

COURSE OUTLINE

This Course will teach you how to use the features and functions of Excel to create useful spreadsheets efficiently

Introduction to Excel

- Get to know Excel
- Simple Modifying features
- Saving, Opening Workbooks

Entering & Editing Data

- Entering Data
- Adding Rows/Columns
- Moving Data
- Keyboard Shortcuts

Spreadsheet Maths

- Understand how maths works in Excel
- Simple Maths Formulas
- Editing Formulas

Working with Multiple Workbooks

- Work with multiple workbooks open at the same time
- Helpful tips and shortcuts to manage
- Linking data across multiple workbooks using maths

Working with large worksheets

- Working within print boundaries
- Viewing options
- Printing worksheets

Working with lists

- Creating lists
- Sorting and filtering
- Creating reports

Creating Graphs

- Create Graphs
- Manipulate Graphs
- Create Sparklines (2010 onwards)

The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.

Abigail Kumanan | British Council

How to book

To reserve your place on our Presentation Skills course, simply pick your preferred date and location, and send us an email or give us a ring.

Or if you prefer, we offer private and In House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

