

short courses, apprenticeships, health & safety, business & admin, supervisors & management, health & social care, fork-lift, nvqs, ict.

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Microsoft Excel (Basic / Intermediate)

This course provides delegates with the skills to work with data more efficiently. It not only benefits those delegates wishing to learn the basics of creating spreadsheets, but it is also suitable for delegates who wish to build on their basic knowledge of Excel.

We also offer courses for advanced level Excel users.

Course Content

- **Introduction to Excel**
 - Using the Ribbon & Quick Access Toolbar
 - Moving Around the Worksheet
- **Entering Data**
 - Entering, Editing & Deleting Data
- **Working with Rows & Columns**
 - Inserting & Formatting Rows / Columns
 - Hide and Unhide Columns
- **Formatting Cells**
 - Formatting Text / Numbers
 - Borders and Shading
- **Working with Worksheets**
 - Insert, Move & Copy Worksheets
 - Renaming & Deleting Worksheets
- **Viewing Data**
 - Freezing Panes & Splitting a Window
- **Using Formulae & Functions**
- **Printing**
 - Setting up the Page for Printing
 - Adding Headers & Footers
- **Simple Charts**
 - Creating & Formatting Simple Charts

Course Duration

2 Days

Booking & Enquiries

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