Microsoft Excel 2007 Up Skilling – Workshop 1 -

Audience:

The aim of this course is for the attendees to be able to develop worksheets that contain formulas and function and to generate reports and charts from lists of data.

This course is ideal for users that are self taught and wish to up skill their current skills in Excel.

Learning Objectives:

Upon completion of this workshop, participants will be able:

- Enter formulas to add, subtract, multiply and divide over one or multiple worksheets
- Enter functions to sum and count
- Create absolute formulas and know when to use them
- Quickly fill numbers, text and formulas
- Freeze panes and split windows
- Manipulate page breaks
- Print a multiple page worksheet so that all pages are readable.
- Sort and total lists of data
- Apply filters to lists of data
- Create and update charts
- Execute keyboard shortcuts to select and manipulate data

Training material provided:

- Training manual including exercises
- Keyboard shortcuts card
- Menu finder

Duration – 1 day