Fast Track
COMPUTER TRAINING LTD
Virtual Classroom

Excel The Basics

Target Audience

Aimed at new users of Excel or users who want to 'fill in the gaps', this will give delegate the rudiments with topics at Introduction to Intermediate levels. Delegates will gain a good knowledge of how to create, layout and manage spreadsheets incorporating the use of formulae, using absolute cell reference and links across sheets and workbooks.

The Content

Excel Workplace

* The Ribbons
* Customising Quick Access Toolbar
* Customising Status Bar
* Office Backstage View
* Using Autocalculate

Data Editing

* Adding/Editing Data/ Undo/Redo
* Cut & Paste & Clipboard
* Using Smarttags
* Using Autofill & Flashfill techniques
* Autocomplete
* Adding Comments
* Saving options, File Formats & Compatibility Mode

Getting Around & Data Selection

* Moving around a worksheet
* Finding & Replace
* Quick tips for selecting areas
* Moving & copying

Formatting your Sheet

* Adding / removing / resizing columns & rows
* Manipulating multiple columns & rows
* Changing Font & Attributes with Live Preview
* Format Painter
* Alignment icons
* Cell orientation
* Indent icons
* Wrapping text and forcing a new line
* Merging cells or centering across selection
* Borders and shading
* Format Painter
* Using Autocorrect
* Quick Formatting using Tables & Styles

Multiple Worksheets

* Selecting / Rearranging Worksheets
* Renaming a Worksheet
* Deleting & Copying Worksheets
* Hiding Worksheets
* Hiding Columns and Rows
* Grouping Worksheets

Using Formulae

* Adding Operator Icons to Quick Access Toolbar
* Building formulae—tips & tricks & BODMAS
* Workshop session with lots of formulae building exercises
* AutoSum / Average / Maximum / Minimum
* Working with percentages
* Working with dates
* Linking formulae across worksheet & workbooks
* Editing links
* Using absolute cell references
* Formulae Auditing
* Moving & copying options with formulae
* Converting a formula to a value

Numeric Formatting

* Using the icons
* The menu options
* Working with dates
* Creating a custom format

Sorting & Filtering

* Introduction to Filters
* Single level sorting

Preparing to Print

* Page Layout View
* Page Break Preview
* Controlling Page Breaks
* Headers & Footers
* Repeating Headings

Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms tab https://fasttrackcomputertraining.co.uk/about-virtual-classrooms**

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

No prior knowledge of Excel is required

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix & match

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Call us on 01527 836840
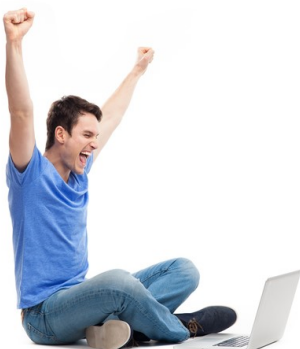
Fast Track
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Our team will be happy to give you the options and pricing

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