



# Microsoft Excel: Introduction

Duration: 1 Day

## Introduction/Summary

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**This course is designed for those using Excel for the first time or for those who want to revisit the use and creation of formulas. It will provide learners with the confidence to experiment with the basic features and functionality of the package.**

Microsoft Excel helps you create, analyse, and share spreadsheets, and its enhanced formatting features will allow users to analyse and visualise data through the creation of graphs and charts.

TheLightBulb's Microsoft Excel Introduction course will cover the foundations of spreadsheet skills.

## Outcomes

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By the end of this course you will be comfortable setting up and using spreadsheets in Excel and will be able to manipulate your data using formulae.

## Content

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**The workshop aims to cover the following content:**

- Explore the Excel Screen
- Using Basic Workbook Skills
- Navigating around a spreadsheet
- Working with Columns and Rows
- Entering and editing data
- Formatting Numbers – currency, dates and decimal places
- Formatting Text – bold, type and colours
- Formatting Cells – borders and shading
- Format painter
- Cut, Copy and Paste
- Auto Fill and Auto Complete
- Creating Basic Formulae – addition, subtraction, multiplication, division and percentages
- Using the AutoSum button
- What is BODMAS
- Printing your work

## Requirements/Pre Requisites

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**Learners must have attended a Windows Introduction Course, or be proficient in the use of a PC and Mouse.**