

McMillan Bird

Excel Workshop 2

Duration: 1 day

Course Aim:

The aim of this course is for the attendee to learn how to create, format and print a worksheet that contains text, values and calculations

This workshop is the foundation course for workshops 3 and is ideal for those that are self taught and wish to improve their skill level.

Learning Outcomes

At the completion of this course participants will be able to:

- Create a spreadsheet data model that contains formulas and functions.
- Format and customise worksheet settings.
- Create formulas and functions.
- Fill numbers, text and formulas.
- Format a worksheet so that is it easier to read.
- Freeze panes and split windows.
- Manipulate page breaks.
- Update page setup options before printing.
- Print part of a worksheet.
- Print a multiple page worksheet so that all pages are readable.
- Create and update charts.

Training