

learning
equals
development

EQV Course Outline



■ Excel Introduction

■ 1 Day

Excel Introduction (1 Day)

Business Benefit

Being able to analyse numerical data statistically and in chart form is a widespread need within many businesses and Excel is the ideal tool to use to do this.

Who Should Attend?

This course is suitable for you if you need to create a brand new spreadsheet to perform budgets, cash projections and sales analysis. Creating formulae to add columns of information and work out simple statistics such as finding an average. Equally if you have to report financial information to people in the form of numerical or graphical reports.

Learning Objectives

*By the end of this course
you will be able to...*

- Enter and edit data within a worksheet
- Manipulate data using formulas and functions
- Professionally format the worksheet
- Copy and Move data
- Automatically fill cells
- Print worksheets
- Name ranges for use in formulas
- Create relative and absolute cell references
- Manage links between sheets and workbooks
- Create charts

Course Content

- Using Help
- Editing Techniques
- Saving Your Work
- Formulas
- Writing Formula
- Using Functions
- Copying Data
- Auto Fill
- Formatting
- Spell Checker
- Find And Replace
- Printing
- Absolute Cell References
- Named Ranges
- Naming A Formula
- Linking Workbooks
- Creating Charts
- Chart Options
- Chhghanging The Size Of Embedded Charts

You may also be interested in

Excel Intermediate, Excel Advanced

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011
Jul 11
Aug 09
Sep 09
Oct 11
Nov 09
Dec 07

2012
Jan 06
Feb 07
Mar 06
Apr 12
May 09
Jun 09
Jul 09
Aug 07
Aug 31
Oct 30
Nov 28

Price:
£165
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Good Delivery"

"The tutor was very clear in his delivery of the course"

"Very well presented"

