

Introduction to Excel



Course overview

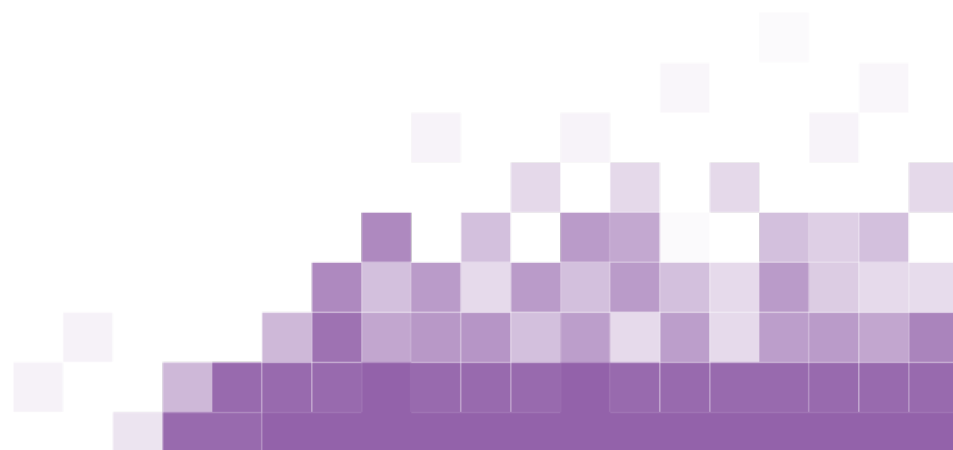
Introduction to Excel - Basic Excel skills

- Overview of layout
- Entering and editing data
- Selection techniques
- Creating and using formulas
- Manipulation data
- Creating and using functions
- Formatting techniques



Overview of Excel

- Excel is the industry standard spreadsheet application
- With hundreds of built-in functions it is the perfect tool for analysing data quickly
- Information can be represented in a variety of formats



Feedback Surveys



Please spend a moment filling in (online) the feedback forms, by going to:

End of course Learner survey

<http://www.smartsurvey.co.uk/s/excelworkshop/>

End of session Trainer survey

<https://www.smartsurvey.co.uk/s/Trainerendofsessionfeedbackv2/>

