

Introduction to Excel



Course overview

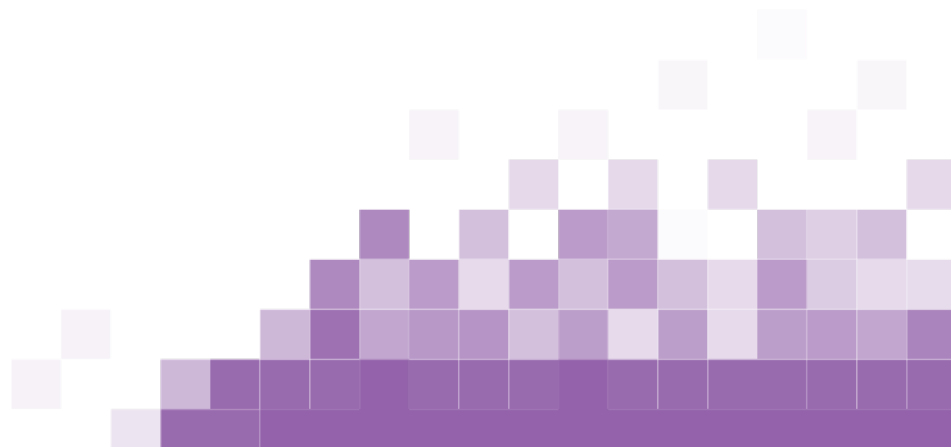
Introduction to Excel - Basic Excel skills

- Overview of Layout
- Entering and Editing Data
- Selection Techniques
- Creating and using Formulas
- Data Manipulation
- 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 form, by going to:

End of course Learner survey

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

End of session Trainer survey

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

