



Excel Essentials

Course Length: 3 Hrs

Learn how to be more productive with Excel and practice over 50 skills and shortcuts which can be applied whenever you are working with spreadsheets.

Focusing on increasing confidence, speed and efficiency, develop your Excel skills to save time, edit content, improve presentation of your spreadsheets, write formulas to perform useful calculations, work with functions and more.

Is this the right course for you?

This is the ideal course if you are self-taught and would like to increase your speed, confidence and knowledge to perform everyday tasks with Excel as quickly and effectively as possible.

If you are already confident with Excel and want to learn how to work with more advanced formulas and functions, we recommend attending the **Formulas and Functions** course.

Course Content

Shortcuts

Work at speed with Excel

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Customise the Quick Access Toolbar to group frequently used tools
- Use smart tags to complete common tasks
- Copy and paste content using the Clipboard

Working with spreadsheets

Simplify working with Excel

Learn how to

- Create, open and save Excel files quickly
- Add text, numbers, dates and times at speed
- Change the view and print spreadsheets
- Move and copy content quickly
- Check the spelling of text

Presenting Content

Enhance the presentation of spreadsheets

Learn how to

- Clearly structure and present content
- Use tools to format text and numbers
- Modify rows and columns at speed
- Use the Format Painter tool for speed and consistent appearance
- Clear formatting and tidy up content
- Apply borders for clarity
- Align text and numbers within cells
- Merge multiple cells into one cell
- Wrap text within a cell
- Hide gridlines on a worksheet

Write and Edit Formulas

Use formulas to perform a wide range of calculations

Learn how to:

- Write formulas to add, subtract, multiply and divide
- Edit a formula quickly
- Copy a formula to other cells
- View results of calculations in the status bar
- Use brackets correctly within formulas
- Lock cell references within formulas using absolute reference

Working with Functions

Save time and perform calculations with functions

Learn how to:

- Use various functions including SUM and AVERAGE
- Add new figures and ensure calculations remain correct
- Copy a function to other cells
- Use AutoComplete to add functions
- Work with the Formulas tab

More information

Feedback from trainees

The trainer was really good and knowledgeable. The atmosphere was relaxed and everyone was well guided. Thank you for the wonderful session!

It was extremely useful. I am far more confident with Excel now. Great trainer!

Suitable for all versions of Excel

This course is suitable for all versions of Excel, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Excel are also covered.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

Excel Essentials is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from Excel. If you would like to learn more about Excel or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit www.iq-it.co.uk.