

**13 Mossbank  
Cowdenbeath  
Fife  
Scotland KY4 9RT  
E: admin@itturningpoint.com**



## **Microsoft Excel Starter Course**

### **Course Duration**

1/2 Day (Approximately)

### **Time**

09.00 – 14.00 or  
11.00 – 16.00

### **Course Description**

Microsoft Excel is an application that can be used as a spreadsheet, database, or creating charts and graphs. The spreadsheet allows you to perform calculations and create formulas and functions that automatically calculate answers. The advantage of using formulas and functions is that when data in the worksheet changes, all the answers recalculate. This feature assists you in your business work whether you are running finances or stock control sheets.

### **Course Benefits**

The course will provide delegates with:

- ∞ A Initial understanding of Microsoft Excel
- ∞ More productive workflow in the work environment
- ∞ Make the best of shortcuts in Excel and use tools and features better

### **Course Objectives**

Upon successful completion of this course, delegates will have covered:

- ∞ Entering data in a spread sheet, workbook
- ∞ Formulas and functions
- ∞ Navigating a worksheet
- ∞ Freeze Panes
- ∞ Modifying a workbook
- ∞ Auto calculator, etc. and status bar
- ∞ Absolute cell reference
- ∞ Named cell reference
- ∞ Using fill Series
- ∞ Custom lists
- ∞ Moving and copying data

### **Prerequisites**

Delegates should have a basic understanding of Microsoft Excel, two screens hopefully with MS Excel installed.

### **Locations**

Generally Delivered via Teams or Zoom

In-House at client's premises, by prior arrangement.

At training facilities in Dunfermline, Fife

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