



Microsoft Excel Introduction

What you'll learn

- ✓ Getting Started with Microsoft Excel
 - ★ Creating a new workbook and understand Excel's basic navigation controls
- ✓ The Excel Interface
 - ★ Identify Excel's different Ribbon tabs and options
- ✓ Microsoft Excel Basics
 - ★ Working with a Workbook, its cells, columns and rows
- ✓ Editing your Workbook
 - ★ Effectively use basic and specialist formatting options within an Excel workbook
- ✓ Printing and Viewing your Workbook
 - ★ Use different views and printing options to gain more control of Excel
- ✓ Working with Charts in Excel
 - ★ Produce basic charts in Excel from Workbook Data

What does our Excel Introduction course cover?

Learn How to Use Excel Properly!

This great course is for new users of Microsoft Excel who want to become productive in the shortest possible time.

It's also great for people who have used Excel but want to refresh their skills and learn best practice.













You don't need prior experience with Excel, but should be able to use a PC with the Microsoft Windows operating system.

This Microsoft Excel Intr skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Excel intr skills?

Course content for Microsoft Excel Introduction

1		1 - Getting Started with Microsoft Excel <ul style="list-style-type: none">» Starting Out» About Workbooks» Exploring your Workbook» Getting Help with Excel 
2		2 - The Excel Interface <ul style="list-style-type: none">» The Quick Access Toolbar and File Menu» The Home Tab» The Insert Tab» The Page Layout Tab» The Formulas Tab» The Data Tab» The Review Tab 
3		3 - Microsoft Excel Basics <ul style="list-style-type: none">» Working with Excel» Moving your Data» Basic Excel Features» Smart Tags and Options Buttons» Editing Tools 
4		4 - Editing your Workbook <ul style="list-style-type: none">» Cell Formatting» Conditional Formatting» Enhancing a Worksheet's Appearance 
5		5 - Printing and Viewing your Workbook <ul style="list-style-type: none">» Using the View Tab» Managing a Single Window» Managing Multiple Windows» Printing your Workbook» Print Page Layout options 
6		6 - Working with Charts in Excel <ul style="list-style-type: none">» Using Recommended and Standard Charts» Chart Elements» Chart Tools - Design & Format 



This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

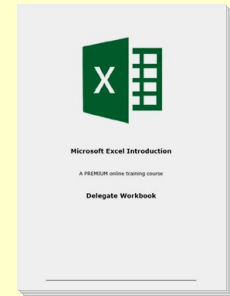
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Excel Introduction course

A Great Foundation in Excel Skills

A thorough guide to getting started with Microsoft Excel: whether you're a complete beginner, or someone who wants to learn the basics using best practice, this is the course for you.

We show you how to get started, how to use the Excel interface and we outline the basics of running the software.

We then move to editing your workbook, printing and viewing your work, and we show you how to create and use Charts.

You will now have a solid basis for understanding and using Excel confidently and effectively.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

ZandaX – Change Your Life ... Today

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