

## EXCEL BASICS

### The course

Our "Excel Basics" training workshop is aimed at those people who are new to using Microsoft Excel, or have very limited knowledge and would like to start again! This course is a practical training session giving you the opportunity to have a go at creating a spreadsheet from scratch.

### Is it for you?

The course is aimed at people who are already employed, or are looking for work, who will need to use Microsoft Excel. Anyone who is going to be using Excel at home is also welcome. Those attending must have some basic IT skills, eg be able to use a mouse and keyboard.

### What to expect

The workshop will aim to provide you with an understanding of basic spreadsheet concepts and will provide practical experience of dealing with data and simple formulae in newly created or existing spreadsheets.

- Understanding the Excel window
- Creating and saving new Excel workbooks
- Opening, editing and updating existing workbooks
- Using Spell-check
- Recognizing error messages and using undo/redo commands
- Basic formatting of cells, text, numbers, dates, percentages
- Adjusting width of columns and height of rows
- Duplicating or moving data, rows or columns
- Sorting and filtering data
- Using simple formulae and functions
- Borders and shading (*cells/rows/columns*)
- Timesavers (*freezing rows/columns; autofill; incremental entries*)
- Basic printing options

## The outcome

After the session you will be able to:-

- Create and edit simple spreadsheets
- Input text and numeric data into cells and format appropriately
- Create the mathematical formulae Add, Subtract, Multiply & Divide
- Use edit, undo, redo, cut, copy and paste tools
- Sort and filter data
- Use borders and/or shading to improve readability of the printed version
- Adjust page settings and check spreadsheet layout prior to printing

## The next course

This course is offered approximately once a month, 10 am - 3 pm in the Training Room at Airedale Enterprise Services, Sunderland Street, Worth Way, Keighley, BD21 5LE. To find out about the next available date, please ring 07908 476547, or go to <https://moorsidetraining.co.uk/> and click on the link to "Contact".

## Cost and enrolment details

The course costs £55 + VAT and includes refreshments and your own personal copy of the course handbook.

To book a place, you will need to contact Moorside Training (details above).

If you have any queries about the course content, please email [moorsidetraining100@gmail.com](mailto:moorsidetraining100@gmail.com) and include a telephone number if you would like us to call you back to discuss.

## Moorside Training

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