



## MS EXCEL INTRODUCTION

Microsoft Excel is the bestselling and most widely used spreadsheeting program in the world. Microsoft Excel is standard in most businesses, and is almost essential to operate efficiently in today's office environment. TP Human Capital's Microsoft Excel training will give you the skills to confidently and efficiently produce professional spreadsheets and databases.

This course will get you creating, formatting, filing and printing word documents in no time. On completion you will be well on the way to producing professional documents, with reduced time and effort, making you more efficient in your job (or, assisting you to get a job that requires basic computer skills).

**Duration** 1 Day (9am – 4pm)

**Investment** \$335 per person

*For more information or for a tailored proposal please contact TP Human Capital on 4772 3800*

## Course Topics

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Enter and edit data

Select cells

Use the menu toolbar

Create, save and close current workbook

Forward as an email

Set workbook properties

Work with multiple workbooks

Basic features; summing, subtracting, multiplying and dividing figures, check spelling

Use AutoFill and AutoSum

Adjusting, moving and copying cells

Construct simple formula

Format the worksheet

Charting your data; creating, changing, formatting charts

Getting help and printing

Customising Excel

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