

Duration: 8 hours**Course level:** Introductory to intermediate**Delivery method:** Online

Introduction

IT can offer great productivity benefits, if people have the right skills to use the packages available to them. Yet 28% of companies in the UK lack employees with the IT skills to meet their business objectives.

This course will help users unlock the power of Microsoft **Excel XP**. Excel is a spreadsheet package that provides the tools to access, process, analyse and display numeric and financial information, accurately and professionally.

People using the course will learn how to use spreadsheets effectively, saving them time and improving their performance.

Who is the course for?

Excel XP is ideal for people with responsibility for managing budgets, creating customer lists, preparing sales data, or maintaining simple business databases. Staff at all levels of seniority – from administrators to team leaders and senior managers – will benefit from this course.

The easy-to-follow, step-by-step format is perfect for people who are completely new to Excel, while the high level of detail will suit those who have a basic understanding but want to learn more about the different features and functions.

There aren't any formal entry requirements, but basic numerical skills and some familiarity with Microsoft Windows is expected.

To get the most from this course access to **Microsoft Excel** is advised. For a different version of Excel, we also offer courses in **Excel 2000** and **Excel 2003**. To learn how to use spreadsheets for a variety of tasks in the office or at home, why not consider **ECDL 4 – Spreadsheets**, which can be used to work towards the ECDL qualification.

What will you get from this course?

When you have completed this course, you will be able to:

- create, modify, print and share spreadsheets
- format spreadsheets
- use functions and formulas to make calculations
- specify data ranges
- create, modify and format charts.

Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course will show you how Excel's features and functions work, and then you can practise them for yourself. You are in control at all times, so you can work through the course at your own pace and focus on the modules you are most interested in, or least familiar with. As you're working through the course, you can print specific sections out to refer back to later if you wish.

When you've finished the course, you can complete an online assessment to put your new skills to the test. The results of this test can be printed out, as a record of how well you've done.

Course modules

- 1. Introducing Excel XP**
 - Starting Excel and Office Assistant
 - Screen Components
 - Navigating Workbooks
 - Creating Worksheets
- 2. Moving, Copying and Saving**
 - Moving and Copying Cells
 - Opening, Saving and Closing
- 3. Formulas, Functions and Ranges**
 - Formulas and Functions
 - Working with Ranges
 - Relative and Absolute References
 - Paste Functions
- 4. Formatting Techniques**
 - Toolbar Formatting
 - Menu Bar Formatting
 - Additional Formatting Features
- 5. Working with Large Spreadsheets**
 - 3D Workbooks
 - Splitting, Freezing and Hiding
- 6. Proofing and Printing Spreadsheets**
 - Proofing Tools
 - Page Breaks and Previewing
 - Page Setup Options
 - Print Areas and Printing
- 7. Charting**
 - Creating and Modifying Charts
 - Working with Chart Objects
- 8. Web Tools**
 - Creating a Web Page
 - Worksheets and Email

Other courses you might be interested in

Microsoft Access XP
Microsoft Word XP
Microsoft Project 2000
ECDL 4 – Spreadsheets

Analysing Information
Staying Afloat – A Guide to Cash Flow
Financial Environment

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