

COURSE SYLLABUS

Course Code **EXCEL01**
Course Title **Introduction to Microsoft Excel**

Duration 3 hours contact time
 (One session is 1.5 hours)

Qualification media mount certificate of achievement

Training Level Beginner

Prerequisites Basic use of using Microsoft Windows and a computer

Summary This course will introduce the learner to Microsoft Excel, a spreadsheet application which stores lists of numbers, text and dates and makes calculations and graphs.

Price Price Category C
 Our full price list is available on request



To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Open and navigate Microsoft Excel's basic features
2. Create, save, edit, print and close a workbook
3. Create a simple spreadsheet using Excel's calculations and formatting

Topics

Module Application	Outline
Microsoft Excel	<ul style="list-style-type: none">• Opening and navigating Microsoft Excel• Creating new workbooks• Saving workbooks• Opening and closing workbooks• Printing workbooks• Undo and Redo• Cut, Copy & Paste• Formatting text• Data types• Autosum• Fill handle

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes