

Level One Excel Training

COURSE DURATION:	4 hours
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence St, Port Macquarie
COURSE COST:	Macquarie \$150.00 per person

COURSE OVERVIEW:

JHI's *Level One Beginner Excel training* is tailored to meet the needs of people new to Excel. Pick up useful shortcuts while learning the basics of creating, calculating, formatting and printing spreadsheets using Microsoft Excel. Learn through demonstration and hands-on activities based on real-world situations.

This course focuses on developing neat, accurate and well-developed Excel spreadsheets using good design and documentation principles. Your training will take place in a classroom environment with one computer provided per participant, or you are welcome to bring your own laptop. Course notes will also be provided.

COURSE CONTENT:

- Spreadsheet concepts
- The Excel screen
- Moving around
- Ranges
- File management (Creating, opening, saving, closing files. The Save As command)
- Working with more than one document at a time
- Editing entries
- The undo feature
- Cutting, copying, pasting
- Formatting text – introducing bold, italics, underline, colour. Font size and font style changes.
- Column widths and row heights
- Changing alignment.
- Printing and print options
- Page Set Up command
- Inputting basic formulae
- Formulae with = + - * and /
- Autosum Σ
- Copying basic formulae
- Formatting numbers – currency, percentage, comma, decimal places.

MODE OF DELIVERY:

This training course is delivered face-to-face.

ENTRY REQUIREMENTS:

No prior knowledge of Microsoft Excel is required; however, participants need to have general mouse and keyboard skills and an understanding of personal computers and the Windows operating system.

WHAT TO BRING TO CLASS?

- Blue or black pen
- Note paper
- Please try to arrive 10 minutes before the scheduled start time.

HOW TO ENROL:

Please email the team at John Henry Institute – info@jhi.edu.au or call 6583 2321 to request an enrolment form.

