Microsoft Excel Essentials Training

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Duration: **1 Day**

Overview

In this course you'll create and edit basic Microsoft Office Excel worksheets and workbooks. This course emphasises hands-on experience, with a series of self-guided exercises integrated into the training manual.

Prerequisites

- Use of mouse and keyboard
- Ability to navigate the Windows environments
- Open and close programs

What You Will Learn

At the end of this course, you'll be able to:

- Get started with Excel
- Create calculations with formulas and functions
- Modify a worksheet
- Format an Excel worksheet
- Work with Data Lists
- Manage worksheets and workbooks