

# ClearCut

## IT TRAINING

### Excel Introduction

This course aims to give the new Excel user with all the basic skills that they for need to use Excel with confidence.

Tips are included on using Excel quickly and efficiently.

How to layout spreadsheets and create charts is part of the course.

### Key Topics

- Excel Familiarisation
- Understanding columns, rows and Excel navigation
- Entering Text and Numbers
- How to create formula (includes order of operation)
- How to use autofill
- Using relative and absolute addressing
- How to format information in a spreadsheet
- Using Auto Sum and aggregate functions
- How to create charts
- Chart editing and formatting
- How to save workbooks
- Create PDFs from Workbooks

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