THINK OF CPD AS YOUR LIFETIME PARTNERSHIP WITH LEARNING.

6 CPD UNITS

INTRODUCTION TO EXCEL

If you're an Excel beginner, this is the perfect place to start. Microsoft Excel is one of the most used software applications of all time. Hundreds of millions of people around the world use Microsoft Excel. You can use Excel to enter all sorts of data and perform financial, mathematical, or statistical calculations.

This one-day course has been developed for those who are relatively new to Microsoft Excel and need an introduction to the basic functionality.

In addition to the Online Classroom, you will need to have your own version of Excel open to complete the exercises. It does prove to be challenging to follow-on with the exercises using only 1 screen as you will need to be regularly switching between open windows. We recommend to either:

- Extend from a computer to a 2nd screen - please refer to this link for guidance on how to correctly setup a second monitor https://support.microsoft.com/en-us/help/4340331/windows-10-set-up-dual-monitors or
- Use 2 computers, or
- Use a tablet for the online classroom and a computer for the Excel

Please note that the course is based on Excel for Windows, and it is recommended that you are using at least Excel 2010 or a later version

TOPICS TO BE COVERED

Basic data entry
Introduction to the RIBBON
Shortcuts vs the mouse
Tabs: Ribbon tabs and worksheet tabs
Copy, cut and paste and other basic functions
Basic presentation and formatting
Simple formulae and calculations
Auto-sum
Editing an existing formula
Absolute vs Relative cell referencing
Basic Sorting and Filtering
Introduction to Logical Statements: IF()
Basic charts and graphs
Printing and saving
Practical exercise

INSTRUCTOR

Professionally BPP experienced tutors with real life industry experience and professionals of the subjects they teach.

TARGET GROUP

This course has been developed for those who are new to Microsoft Excel and need an introduction to the basic functionality.

LANGUAGE OF INSTRUCTION

English

ONLINE WEBINAR

DATES & TIMES

LIVE ONLINE WEBINAR
24/04 | WEDNESDAY | 13.30-21.00
COST: €320+VAT
DISCOUNTS ARE AVAILABLE FOR MULTIPLE REGISTRATIONS FROM THE SAME ORGANIZATION

Take the **next step UP** in your career. Sign up now!
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