

Excel Essential 2013

Contents

1. Excel Basics
2. Getting Started
3. Entering Data
4. Rearranging a Worksheet
5. Basic Formulas & Functions
6. Formatting a Worksheet
7. Creating Charts
8. Adding Art
9. Working with Tables
10. Working with Large Worksheets
11. Printing a Worksheet
12. Spreadsheet Design



Number of Participants

6 - 8

Persons

Training Period:

30 hrs.

3 hrs. x 10 days

Or

2 hrs. x 15 days

Program Structure

- Real world examples,
- Participant's example welcome.

Recommended Participants

- Anyone with basic computer skills.
- No previous Excel knowledge required.