

## IT: Microsoft Excel for Beginners

**Course duration:** 1 day

**Who should attend:**

This course is valuable for anyone who has never used Excel or who is an occasional user wanting to learn more

**Previous knowledge required:**

An understanding of Windows

**Course benefits:**

To bring beginning users to a level of competence that allows them to use Excel in their everyday work.

**What you will learn:**

- Understanding the parts of Excel
- Understanding the parts of Excel “explained”
- Moving around the spreadsheet
- Entering spreadsheet contents
- Using formula
- Saving spreadsheets
- Print preview and printing
- Spreadsheet practice