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### Course Description

This course is aimed at those who need an introduction to the basic functions and applications of Excel. By the end of the one day course delegates will be able to:

- ◆ Using Excel 2010
- ◆ Selection Techniques
- ◆ Manipulating Rows and Columns
- ◆ Manipulating Cells and Cell Content
- ◆ Worksheets
- ◆ Font, Alignment and Number Formatting
- ◆ Freezing Row and Column Titles
- ◆ Formulas
- ◆ Functions
- ◆ Charts

### Who Should Attend?

Anyone who wants to use Excel, no previous experience is necessary but delegates do need to have a good understanding of working with a keyboard and MS Windows

### What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)