



Microsoft Excel - Introduction

Aim of Program	This session has been designed for participants who have limited or no knowledge of Excel, to be able to thoroughly understanding of how to use the software effectively. Participants will develop the skills to present data professionally both on-screen and when printed; build your confidence in using formulas and built-in functions as well as exploring shortcuts for data entry and manipulation. This session will provide an opportunity to explore the new subject area, followed by an exercise to reinforce learning.
Program Structure	<p>In this session, participants will learn to:</p> <ul style="list-style-type: none"> ▶ Understand the concept of a spreadsheet & navigate around a spreadsheet ▶ Create a workbook ▶ Select a range of cells ▶ Format cells for text and numbering ▶ Merge and centre cells ▶ Wrap text cells ▶ Cut, copy and paste cells ▶ Use the Format Painter option ▶ Understand and use the AutoFill ▶ Understand BEDMAS & create equations applying the BEDMAS rule ▶ Understand and create basic formulas ▶ Use the AutoSum feature (SUM function) ▶ Learn to use basic functions such as AVERAGE, COUNTNUM, MAX and MIN ▶ Alter the page margins of a worksheet ▶ Create, rename and move worksheets ▶ Save a workbook ▶ Close and reopen the document ▶ Adjust row height and column width ▶ Insert and delete additional columns or rows into the worksheet ▶ Apply Header and Footer into a spreadsheet ▶ Preview and print a worksheet ▶ Set and clear the Print Area ▶ Use the Print Titles option ▶ Preview and Print the spreadsheet ▶ Create a basic chart (such as a Line, Column or Bar chart)
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 Day: 9:30am - 4:00pm
Pre-requisite	It is recommended that participants attending this session have attended the Computers - Introduction session or have a strong knowledge on using the mouse and the Windows environment.
Facilitator	Andrew Chong, SATT Simple as that Training
Program Dates, Registration & Fee	Go to link below for Program Dates, Course Registration and Course Fees : http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

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