

Discover better ways to analyze data and find solutions with MS Excel. Excel offers enhanced charting and rich analysis tools for creating spreadsheets and sharing information. Course features range from basic moving around the worksheet and entering and formatting data to creating complex formulae and working with pivot table analysis and charts.

- **Basics**

- Moving Around a Worksheet
- Entering a series
- AutoComplete
- Editing data
- To clear a range of cells
- Copying with drag and drop
- Exercise selecting
- Mouse pointer shapes

- **Formatting**

- Toolbar
- Painter

- **Printing**

- Preview
- Headers & Footers
- Page View
- Column and row Headings

- **Creating Worksheets**

- Inserting and deleting sheets
- Linking pages
- Linking worksheets

- **Formulae**

- Operator Symbols
- Relative formulas – Auto-fill
- Formula Error messages
- Summing data
- Absolute References

- **Sorting Information**

- AutoFilter
- Sorting on subtotals

- **Intro to Pivot tables**

- How to use the Wizard
- Changing the table
- Charts

- **Intro to charts**

- Chart Wizard
- Creating a bar chart or pie chart
- Changing the chart

- **Exchanging files with other programs**

- Databases and Word files

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