



ZING365
Learning without limits

EXCEL FOUNDATION

WHAT WE WILL COVER

SUMMARY

- Screen Layout
- Data Entry
- Understanding Error Messages
- File Management
- Cell Manipulation
- The Autofill Function
- SUM, MIN, MAX, AVERAGE & COUNT Functions
- Multiple Worksheets
- Cell Formatting
- Calculations
- Basic use of Absolute Referencing
- Page Setup and Printing
- Questions, Answers and Requests

An entry level course for new or inexperienced users, who would like to gain confidence with Excel and build knowledge through practical exercises.

PRE WORK

- None required

OBJECTIVES

By the end of this course you will;



Gain confidence in navigating and creating spreadsheets



Use of basic formula



Applying standard formatting



PART OF THE DWF GROUP