

# Excel Basics (full day)

## Level 1.0 beginners

### Course outline

**Excel Basics (full day)** is an ideal course for beginners or people who are inexperienced with Excel and who wish to learn correct spreadsheet techniques and useful skills. If you have never used Excel before, this course will help you become fluent and comfortable with the program. The skills covered in this course are sufficient for basic Excel use in the corporate environment.

### Course duration

**Full day (9am to 4pm)**

### Covered in this course

Subjects covered in this course include:

- Basic formulas and calculations
- Cell formatting (manual and automatic)
- Sorting and filtering data
- Cut, copy and paste
- Correct techniques of data layout
- Find and replace
- Working with cell comments
- Creating and working with charts
- Working with dates
- Adjusting column/row size
- Calculating proportions
- Working with Autofill
- SUM, AVERAGE, COUNT, MAX, MIN, etc.
- Splitting and freezing windows.

and much more including our T7 Tips and Tricks section.

### Is this course for me?

This course is ideal for people who want a solid understanding of working with Excel. By the end of this course, you will be productive with Excel even if you have never used the program before.

This program is also ideal for self-taught people who want to learn correct and time-saving techniques while using Microsoft Excel.

### Session dates

Course dates, times and booking instructions are located at: [www.T7.net.au/Excel](http://www.T7.net.au/Excel)

### Further study

**Excel Intermediate** covers intermediate features and usage of Microsoft Excel.

# T7 Training Systems

For bookings or enquiries, contact:  
(02) 8003 5740 or [www.T7.net.au](http://www.T7.net.au)

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