

45- Excel

<u>Course Duration</u>	<u>Target Audience</u>	<u>Language</u>	<u>No.Trainees</u>
25 hours	all graduated	English	20:25

Content

- Start and exit a spreadsheet program
- Use Help and the Office Assistant
- Open, edit, save, print and close a spreadsheet file
- Create a spreadsheet including numbers, text and formulas
- Format cells
- Use the basic functions of a spreadsheet, such as sum and average
- Create headers and footers on every page
- Understand relative and absolute cell referencing in formulas
- Create, format and print charts
- Work with more than one spreadsheet



Objective

To provide the Trainers with an understanding of fundamental spreadsheet concepts.

Prerequisites

General background in using computers.