

## **Excel – Formatting and Set Up/Introduction**

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### **½ Day [3hrs] Hands On Training Course**

Designed for **current users** of Excel this session covers setting up and formatting Excel spreadsheets, basic functions and tools required to work with and calculate data. Also includes basic graphing.

### **Requirements**

This session is best run hands on with participants utilising a computer

### **What You Will Cover:**

- Inserting Columns & Rows
- Resizing Columns & Rows
- Basic Formulas
- Adding Figures using Autosum
- Formatting (including Fonts, Borders & Alignment)
- Numbering Formats
- Autoformats
- Copying Worksheets
- Naming Worksheets
- Grouping Worksheets
- Selecting all information on the Worksheet
- Sending an individual worksheet to others
- 3 Dimensional Formulas
- Viewing two sheets of the same file
- Viewing Multiple Files
- Freezing panes
- Page Set Up
- Printing