

Word & Excel Tips, Tricks & Shortcuts

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Word & Excel this session covers a range of topics in Word and Excel

Requirements

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

What You Will Cover:

Word Topics

- Tips and shortcuts to make formatting documents easy
- Working with Tables
- Understanding bullets and numbering
- Setting up templates for letters.
- Inserting a landscape page into a portrait document

Excel Topics

- Tips and shortcuts to make setting up spreadsheets easy, copying worksheets.
- Understanding basic formulas in Excel
- Understanding lists or Excel “databases”
- Analysing data such as customer or client information
- How to set up spreadsheets for weekly or monthly analysis
- Shortcuts to automate common tasks