

Microsoft Excel – Introduction to Excel

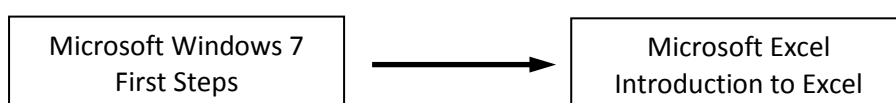
Audience

This course is for individuals who wish to create spreadsheets. It is also for those who wish to enhance their understanding of Excel and who need to understand the concepts of using a spreadsheet application. This course has an emphasis on managing and manipulating data.

Duration

3 hours

Prior Learning Segment



You must be able to navigate efficiently within the Microsoft Windows 7 environment and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Windows 7 – First Steps course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Microsoft Excel Environment
- File Management
- Formatting/Editing
- Multiple Sheets
- Managing Lists
- Page Setup/Printing

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Excel enabling you to produce spreadsheets in an efficient, timely and consistent manner. You will have the required base knowledge to enable you to progress your learning with Microsoft Excel.

Next Learning Segment

