

# The Reluctant Mouse

Affordable, flexible computer training for work and home



The Reluctant Mouse

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## Course Outline - Introduction to Excel



### Aims

To introduce the basic features of Excel and highlight some of the ways in which spreadsheets can be used to advantage in both working and domestic situations.

### Learning Objectives

By the end of the course learners will feel confident in their ability to produce their own worksheets using simple calculations and formatting

### Previous Knowledge/Experience

It is assumed that learners have no previous experience of creating spreadsheets, although they should have basic computer skills including using the mouse, and opening and saving files.

### Duration

5 x 2 hr classes

### Topics

- ♥ What is Excel? How might it be useful to me?
- ♥ Rows, columns and cell references.
- ♥ Switching views. Zoom control. Freeze pane. Split pane.
- ♥ Using the mouse in Excel. Entering and correcting data.
- ♥ Altering, inserting and deleting columns and rows .
- ♥ Creating lists and series using AutoFill.
- ♥ Simple calculations and formulas.
- ♥ Formatting - numbers, text, fills and borders.
- ♥ Printing - scaling, print area, margins, orientation, page breaks.
- ♥ Adding headers and footers

### Follow-on Courses

- ♥ Intermediate Excel
- ♥ Advanced Excel

*Course content may change at the trainer's discretion to suit the needs of delegates on the day.*

