

## EXCEL ESSENTIAL SKILLS

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**COURSE LENGTH: 1.0 DAYS**

This course is designed to provide the fundamental concepts of Microsoft Excel, a tool for generating spreadsheets. In this course you'll learn by doing and get a good overview of what Excel is capable of and how to use it more effectively by creating a simple Excel report that demonstrates how to use Excel without breaking anything. We'll also throw in lots of keyboard shortcuts and time saving tips that will help you work smarter, not harder.

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## EXCEL ESSENTIAL SKILLS COURSE OUTLINE

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### FOREWORD

Anyone who wants to gain more confidence in using Excel. Maybe you've just started using it in your new role or perhaps you've been using it for years but aren't sure if you're doing things the 'right' way. This course will give you the foundational skills and confidence you need to start using Excel effectively.

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### OUTCOMES

By the end of this course, you will have a better understanding of Excel and will be able to complete your daily spreadsheet tasks with confidence and ease.

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### MODULES

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)