



Microsoft Excel: Basic

Course Description: This course is intended for anyone who wants to gain a foundational understanding of Microsoft Excel. Participants will learn how to use the basic features and functions of Excel to create and edit basic spreadsheets.

Prerequisites: A basic knowledge of and experience with Windows, including being able to start programs, switch between programs, locate saved files, and close programs. Note: Access to the Excel desktop app is required for this course.

Modules:

Foundations

- Getting to know Excel
- Ribbon/Quick Access Toolbar
- Getting Help
- Create a workbook
- Templates
- Themes and variants

Basic Formulas and Functions

- Order of operations
- Using the formula bar
- Autosum
- The function wizard

Basic Navigation and Formatting

- Navigating a workbook
- Adding worksheets
- Basic cell formatting

Printing Workbooks

- Page layouts
- Using page break preview
- Headers & Footers

Dates & Times *(Please Select Session Date/Time):*

Location: Online

<input type="checkbox"/>	09-Feb-2022 8:30AM to 12:30PM MDT	<input type="checkbox"/>	09-Mar-2022 8:30AM to 12:30PM MDT
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LCA Members: \$ 145.00 (+GST); Non-Members: \$ 199.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

No refunds will be made after course link has been sent.