

MS Excel Training Course 2019

Beginner Level

welr

BEGINNER LEVEL

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Course Description:

The **MS Excel beginners course** will give you a full overview of all of the **most common features** of Excel and how to use them. Some of the highlights of this course include:

✓ A basic overview of Excel	✓ Creating borders
✓ Calculating sums, averages and totals	✓ Wrapping text
✓ Counting cells	✓ Merging cells
✓ Learning formulas such as IF, COUNTIF, SUMIF, VLOOKUP, HLOOKUP and AVERAGEIF	✓ Pasting, sorting and converting columns into rows
✓ Pivot tables	✓ Creating graphs and charts
✓ Inserting, editing and deleting comments	✓ Using hyperlinks

Who is This Course For?

This beginners course is recommended for anyone who might use Excel at home or at work **for uncomplicated reasons**, such as tracking simple expenditures or for calculating sums or totals.



Course Specifics:

Price: £350 per person (ex. VAT)

Duration: 1 day course

We provide a **one-day intensive**, supported learning programme. The course is broken down by our expert tutor and will provide you with a highly interactive learning experience in our Horsham Training Centre, supported with eBooks (bring a memory stick!) Our range of Microsoft Office courses are available from **Beginner, Intermediate and Advanced levels** ensuring that the learning you take away from them is in keeping with your day-to-day requirements.

For larger groups, WDR can arrange training at your premises or a local venue. **Please speak to our team for more details:**

📍 WDR Learning
Park Lodge, 60 London Road
Horsham, West Sussex
RH12 1AY

📞 01403 268251

✉ learning@wdr.co.uk