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Course information from ZandaX

Microsoft Excel 2013/2016 Introduction

A premier Basic Microsoft Excel training course from ZandaX

Course duration: 2 hours 15 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Getting Started with Microsoft Excel
 - ★ Creating a new workbook and understand Excel's basic navigation controls
- ✓ The Excel Interface
 - ★ Identify Excel's different Ribbon tabs and options
- ✓ Microsoft Excel Basics
 - ★ Working with a Workbook, its cells, columns and rows
- ✓ Editing your Workbook
 - ★ Effectively use basic and specialist formatting options within an Excel workbook
- ✓ Printing and Viewing your Workbook
 - ★ Use different views and printing options to gain more control of Excel
- ✓ Working with Charts in Excel
 - ★ Produce basic charts in Excel from Workbook Data

What does our Excel 2013/2016 Introduction course cover?

Learn How to Use Excel Properly!

This great course is for new users of Microsoft Excel who want to become productive in the shortest possible time.

It's also great for people who have used Excel but want to refresh their skills and learn best practice.

You don't need prior experience with Excel, but should be able to use a PC with the Microsoft Windows operating system.

This Basic Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better basic Microsoft Excel skills?

Course requirements

You should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Excel is required.

Who's this course for?

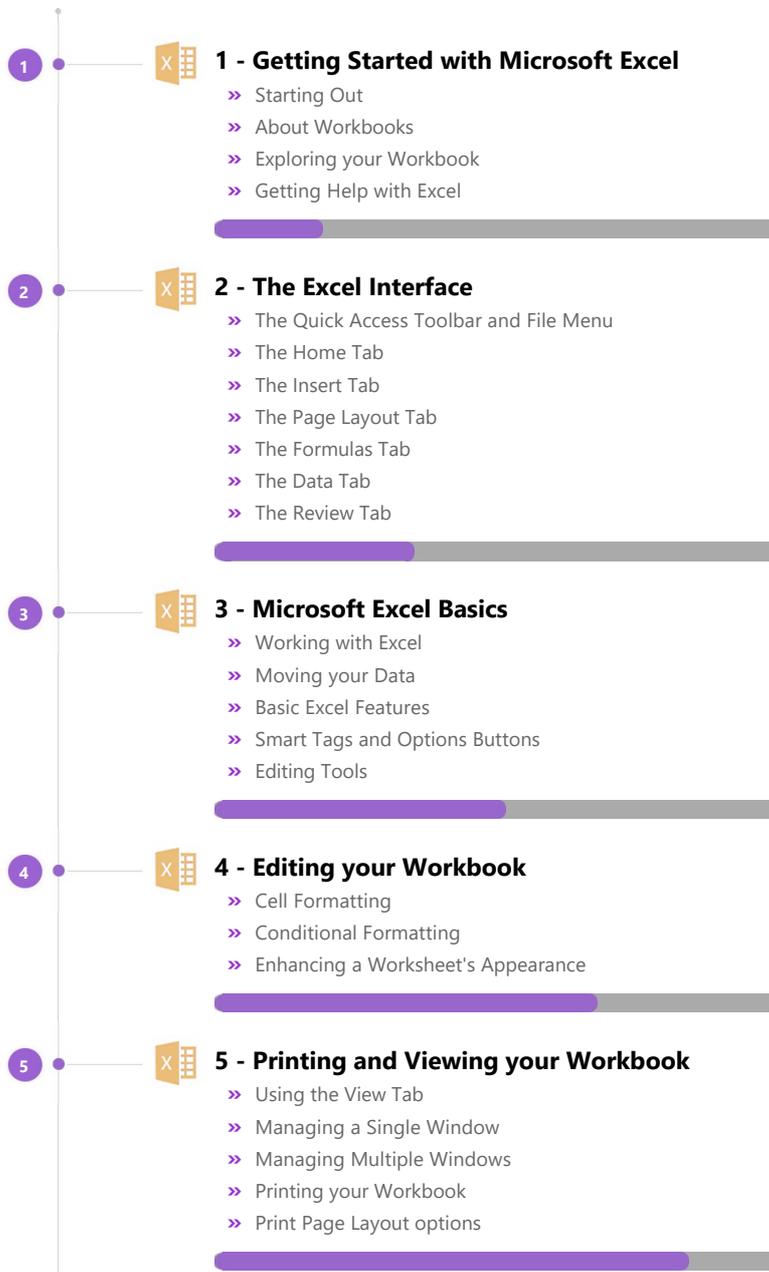
This course has been designed for new users of Microsoft Excel who want to become productive in the shortest possible time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Excel 2013/2016 Introduction





6 - Working with Charts in Excel

- » Using Recommended and Standard Charts
- » Chart Elements
- » Chart Tools - Design & Format

And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Excel 2013/2016 Introduction course

A Great Foundation in Excel Skills

A thorough guide to getting started with Microsoft Excel: whether you're a complete beginner, or someone who wants to learn the basics using best practice, this is the course for you.

We show you how to get started, how to use the Excel interface and we outline the basics of running the software.

We then move to editing your workbook, printing and viewing your work, and we show you how to create and use Charts.

You will now have a solid basis for understanding and using Excel confidently and effectively.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/excel-introduction to view the latest details, including related courses, prices and quantity discounts.



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