

Spreadsheets

Courses available using Microsoft Spreadsheets 97, 2000, XP, 2003 and 2007.

- One day course
- Bite-size sessions

Introduction—Level 1

- Open, navigate and close Microsoft Excel
- Create, layout and save a simple spreadsheet
- Enter and format numbers and text in a spreadsheet
- Copy, insert and delete data
- Create formulas
- Copy, insert and delete data
- Print a spreadsheet