

COURSE DESCRIPTION

The Excel course runs for 8 weeks.

The aim of this course is to acquaint participants with the basics of *Excel*.

This includes preparation and editing of documents. The course is “hands on” (one computer per participant)



EXCEL (INTRODUCTION TO SPREADSHEETS)



68 MILL PARK DRIVE MILLPARK



9404 4565



admin@millparkcommunityhouse.com



www.millparkcommunityhouse.com

EXCEL (INTRODUCTION TO SPREADSHEETS)



Mill Park
COMMUNITY HOUSE



Course Outline

- The *Excel 2013* window
- The Workbook and Worksheets
- Toolbars and formula bar, getting help
- The Office Assistant and the Help system
- Cell contents
- Text strings, numbers and formulae
- Entering numeric data. Fixed decimal, large and small Numbers and rational fractions
- Saving a Workbook
- Printing a Worksheet. Print preview
- Analysis of a formula
- Relative cell addressing. Absolute cell
- Addressing. Copying a formula
- Formatting cells to display numbers, dates, times, percentages etc

MATERIALS

All course Materials required will be given on the first session

COURSE TIMES

The Excel Course runs on:
Tuesday - 1.00– 3.00p.m.

COURSE PAYMENTS:

Payment for this course is to be made on enrolment.

Fees: Full Fee- \$100.00
Concession- \$ 80.00

ENROLMENTS

For Enrolment or further
Information please contact
**MILL PARK COMMUNITY
HOUSE**

9404 4565

**MILL PARK COMMUNITY
HOUSE**

68 MILL PARK DRIVE

MILL PARK



Mill Park Community House



Millparkch68