

ICT Short Course

Basic Excel (Beginners)



Aims:

For participants to learn how to set up simple spreadsheets in Excel

Objectives:

- Participants shall be able to set up a spreadsheet with some simple formulae
- Participants shall be able to modify a spreadsheet
- Participants shall be able to print the spreadsheet

Designed for:

Beginners to spreadsheets, and those who need a revision course

Key points:

- Entering data and simple formulae
- Formatting
- Alignment
- Inserting and deleting rows and columns
- Saving and opening files
- Printing