

# Introduction to Excel Workshop



This workshop is designed for business users who wish to use the power of Excel 2007 / 2010. The workshop will teach the basics and fundamentals of Excel. The workshop will benefit users from Sales, Marketing, Human Resources, Finance and other functions of the business.

## Workshop Content:

- ◆ Opening / Closing Spreadsheets
- ◆ Working with worksheets
- ◆ Excel User Interface
- ◆ Formatting spreadsheets
- ◆ Entering Formulas (Sum, Count, Max, Min, Average)
- ◆ Spell Check / Thesaurus
- ◆ Auto Complete & Autofill
- ◆ Entering Comments
- ◆ Using Help
- ◆ Printing Spreadsheets

## Requirements:

- ◆ Workshops are run in-house
- ◆ Workshops are run with a minimum of 6 people
- ◆ Delegates require own laptops with Excel 2007 / 2010 already loaded

**Unit Standard - 116937**

**Duration:** 2 Days (In-house)

### Fees:

R2300 per person excluding VAT  
(Gauteng)

R2900 per person excluding VAT ( KZN )

R3300 per person excluding VAT  
(Cape Town / Port Elizabeth)

## Contact ICP Consulting

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