

# Excel – The Basics

**Aim:** This basic training will help you to get to know Excel and how to use the spreadsheet for your needs.

## What will you need to bring?

- ✓ Your own laptop with Microsoft Excel already installed and ready to go.
- ✓ Pen and paper for any notes you would like to make.

## What do you learn in Excel – The Basics?

- Ribbon – How to use the various sections of the ribbon and shortcuts.
- Some Shortcuts – Cut, Copy, Paste, Format Painter, Saving your Spreadsheet.
- Formatting – Cells, Columns, Rows and Sheet Tabs.
- Entering Data.
- Autofill – for any number pattern.
- Basic Formulae.
- Basic Graphs.
- Printing Spreadsheets – Selection of data, sheet, spreadsheet (all pages).
- Exercises to practice (if time permits).

## Extra Notes

### For One on One Sessions

To cover the basics, you should allow 2 – 3 hours, this can be split into 2/3 x 1-hour sessions.

### For Small Class Sessions

To cover the basics, this will be done in a 3 x 2-hour session.

### Cost

\$70 per session

\$170 for all 3 sessions

All Fees must be paid prior to the 1<sup>st</sup> Session starting

### OFFICE LOCATION

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