



## Microsoft Office Excel Refreshers Workshop Course Outline



### Course aims:

This **3.5 hours** course has been designed for existing users/self taught users who need to brush up their knowledge on creating basic Excel formulae.

### Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Office Excel; alternatively they may have attended the Basics course or be self taught users.

### Who should attend:

Existing or self taught users who have attended the Basics Course and need a refresh on how to create formulae.

**Duration:** 3.5 hours

<b>Revision of the Basics</b>	Simple Formulae Creation, Using AutoSum, Formula Display, Absolute & Relative Cell References, Using Functions – Min, Max, Average, Count, CountA  Using Simple Text Functions – Left, Right, Len, Trim, Concatenate, Upper, Lower, Proper
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