

Jumping Bean Training Ltd

Training with Energy!

01592 752268

beans@jumpingbeantraining.co.uk



Growing Bean

Microsoft Excel

By the end of this course you will have a really good understanding of the basic features in Excel that will save you time during your working day.

What will I learn?

- You will be able to copy, create and move text, numbers and dates efficiently.
- You will be able to correctly use Autofill and AutoSUM features to save time when entering data
- You will be able to correctly use the SUM, AVERAGE, MIN and MAX functions to automatically calculate information
- You will be able to describe and correctly use absolute cell references and formulas
- You will be able to add relevant formatting to your spreadsheets so that it looks good on the screen or when printed
- You will be able to quickly create charts to display information visually

What do I need to bring?

A basic understanding of how to use Windows.

What is the cost?

This is a one-day classroom based course that costs £185 including an amazing lunch and a published manual to keep.

When can I go?

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

Jumping Bean Training Ltd, 47 Woodlea Grove, Glenrothes, Fife, KY7 4AE

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