

## **GETTING STARTED with SPREADSHEETS with EXCEL**

### **Objectives**

At the end of the course you will be able to:

- Navigate around a spreadsheet
- Construct a simple spreadsheet and enter data and move or copy the data.
- Sort data in the spreadsheet.
- Print the whole or part of a spreadsheet.

### **Description**

This course uses Microsoft Excel software, which is part of the Microsoft Office suite, to explore the basic concepts and abilities of a spreadsheet so that you can make and use simple but useful spreadsheets.

### **Prerequisites**

Basic skills are required for this course including the use of the keyboard and the mouse. Familiarity with the Save and Save As procedures is required.