

Microsoft Excel: Fundamental skills for clinicians

Saturday 17th January 2015

Venue: CAI

22 Merrion Square North, Dublin 2

Course Details

The course is designed with a focus on the recent versions of Excel (2007/2010/2013) for PC. Whilst all demos and exercises will be PC based, references will be made throughout the sessions to the differences between the PC and Mac versions. Mac users should ensure that they have upgraded to Excel for Mac 2011.

This course is designed for basic users of MS Excel 2007-2013. Participants should be comfortable carrying out basic computing tasks such as managing files, sending and receiving email and browsing the internet. They should also be familiar with the basics of MS Excel – opening, closing and saving files along with adding and editing spreadsheet data.

Participants will learn the next steps from basic to intermediate tasks in MS Excel including applying number formatting, performing calculations, working with lists of data and arranging and managing worksheets in a workbook file.

Course Topics

- Short exercise to review the basics of using MS Excel and the MS Excel screen.
- Entering and Editing Data
- Creating Simple Formula
- Relative and Absolute
- Using Basic Functions
- Formatting using the Home Tab
- Logical Functions
- Named Ranges
- Working with Tables
- Workbook Management

Registration	09:00
Timetable	09:30 – 16:30
Refreshments	Includes coffee breaks and lunch
Course Organiser	Dr Roisin Ni Mhuircheartaigh
Course Facilitator	Mr Noel Manning, NM Media
Course Fee	€150
CPD	Awarded 5.5 CPD Points
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