

1 – DAY

MICROSOFT EXCEL (BASIC LEVEL)

CONTACT

 +603 – 2713 6868

 **Berenice Ong/ Tesa Wang**

 training@pm-resources.com

 www.pm-resources.com
www.pm-eschool.com

INTRODUCTION

Do you often work with data at work or frequently extract data to create reports to update your leaders? Microsoft Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations. You will appear more professional when you present formulated spreadsheets to highlight your key data narratives. 'Microsoft Excel – Basic' is a course that is suitable for you if you are new to this application. The structured training will help you to increase your productivity while working with data.

Why is it so important to learn Excel? It is because almost every organisation across all industries is using Excel to boost their employees' productivity and quality of work. Many different job roles require some form of Excel knowledge. It is one of the most indispensable data processing tools in the working world now.

So what are some applications of Excel? For example, businesses use Excel for the creation of financial reports. Manufacturing plants use Excel for statistical analysis on their inventory. Families use Excel to help manage their family expenses, investment portfolios, and retirement savings projections. As you can see, Excel is an essential skill needed by everyone not only for work but also for their personal projects.

In our 2-day 'Microsoft Excel – Basic' course, you will gain the essential skills needed to create, edit and use basic formulas to extract data insights. In addition, you will learn page layout and format your spreadsheets for printing.

METHODOLOGY

- Training is hands-on using easy-to-follow step-by-step instructions.
- Instructor-Led Training (ILT) on live exercises of each topic.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Create simple formulas and recognise when to use absolute and relative references
- Use autofill option and functions such as Sum, Average, Min, Max and Count
- Find and replace content and formats and add cell comments
- Format text and values into different decimal places, currencies and percentages, etc.
- Apply protection and print out your worksheets and workbook
- View large databases effectively by sorting and filtering records, freezing panes, and splitting and arranging windows

WHO SHOULD ATTEND?

Anyone who has an interest in learning the productivity software Microsoft Excel for analysing and making sense of large amounts of data.

PROGRAM OUTLINES

MODULE 1: INTRODUCTION TO EXCEL

- The Ribbon Toolbar
- Customising the Quick Access Toolbar
- Other New Features
- Understanding Workbooks
- Selecting Cells

MODULE 2: ENTERING AND EDITING DATA IN EXCEL

- Entering Data
- Editing Data
- Moving cell contents
- Copying Contents of cell/ cells
- Auto Fill and Custom Lists
- Using the Fill Command

MODULE 3: INTRODUCTION TO FUNCTIONS AND FORMULAS

- Operators
- Using Cell references in Formulas
- AutoSum
- Average Function
- Max Function
- Min Function
- COUNT
- COUNTA

MODULE 4: FORMATTING A WORKSHEET

- Modifying Column Width
- Inserting columns
- Deleting Columns
- Modifying Row Height
- Inserting Rows
- Deleting Rows
- Changing the Font type
- Changing the Font Size
- Changing the Font Colour
- Bold, Italics and Underline
- Commonly Used Number Formats
- Applying Currency Formats
- Applying the Comma format
- Applying Percentage styles
- Increasing or Decreasing Decimals
- Horizontal and Vertical Text Alignment
- Merging Cells
- Text Wrapping
- Text Orientation
- Applying Borders
- Applying Cell Colours

MODULE 5: PRINTING

- Page Breaks
- Setting Page Orientation
- Setting Margins
- Setting Headers and Footers
- Setting a Print Area
- For Excel 2007 users

MODULE 6: DRAWINGS AND PICTURE OBJECTS

- Changing the Diagram Type
- Adding a Text Box
- Selecting a Text Box
- Manipulating a Text Box
- Formatting a Text Box
- Adding WordArt to your Spreadsheet
- Changing the Font Colour
- Changing the Outline Colour
- Adding Effects
- Finding ClipArt
- Inserting ClipArt
- Manipulating ClipArt