

2 – DAY MICROSOFT EXCEL (BASIC LEVEL)



Introduction

Organisations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing daily, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2019 can help.

Microsoft Excel can help you organise, calculate, analyse, revise, update, and present your data in ways that will help the decision makers in your organisation steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much lesser time, than if you used traditional pen-and-paper methods or non-specialised software. This course aims to provide you with a foundation for Microsoft Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

Course Objectives

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

- Create & develop Microsoft Excel worksheets & workbooks in order to work with & analyse the data that is critical to the success of your organisation
- Get started with Microsoft Excel 2019
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

Methodology

- Hands on Learning with Instructor guidance

Who Should Attend?

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2019 that is necessary to create and work with electronic spreadsheets.



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Course Outline

MODULE 1: GETTING STARTED WITH EXCEL 2019

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

MODULE 2: PERFORMING CALCULATIONS

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

MODULE 3: MODIFYING A WORKSHEET

- Insert, Delete, and Adjust Cells, Columns and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

MODULE 4: FORMATTING A WORKSHEET

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

MODULE 5: PRINTING WORKBOOKS

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

MODULE 6: MANAGING WORKBOOKS

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

