Microsoft® Office Excel® Basic

Key Focus Areas:

Getting to know Excel
• Learn how to work your way around Excel, its Backstage, Quick Access Toolbar and the Ribbon bar

Understanding OneDrive
• Learn how to use your Microsoft Account and OneDrive

Creating and Opening Documents
• Learn how to open existing documents
• Create new ones and use Microsoft Templates

Saving and Sharing Documents
• Understand how to save your documents and share them with other people

Moving around in Excel
• Learn how to move your cursor using the mouse and keyboard

Cell Basics
• Learn how to insert and delete cells, drag and drop cells, use cut, copy and paste functions

Modifying Rows, Columns and cells
• Learn how to modify rows, columns and cells

Formatting cells
• Learn how to change the font size, colour and text alignment for that professional looking spreadsheet

Check Spelling
• Learn how to use Excel's spell check function

Working with Multiple worksheets
• Learn how to add, delete, copy and move worksheets in a workbook

Page layout and printing
• Understand how to use Excel commands to control the way your work will appear on a page and prepare for printing

Introduction to formulas
• Learn how to create a simple formula using cell references

Absolute vs Relative Cell References
• Learn what is an absolute and relative cell reference and how to use them in Excel

Freezing panes and view options
• Understand what the freeze panes option does and how to use the various views in Excel

Conditional formatting
• Learn how to apply conditional formatting, modify and delete conditional formatting rules

Sorting and Filtering
• Learn how to use the sort and filter features

Entrance requirements:
Delegates are advised to have relevant programmes installed on their device in order to complete the training.

Learning Methodology
Delegates attending the course are provided with a unique blended learning methodology which combines online access to subject content with real time engagement with facilitators, and the opportunity to add value through contact learning sessions, where feasible and appropriate.

Programme fee
The programme fee of R1 500 (incl. VAT) covers online tuition, instruction material and data allocation.

Duration
2 days

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