

Microsoft Excel Essentials

This course introduces participants to the basics of Microsoft Excel and its features. It aims to familiarise participants to the Excel interface and basic editing and formatting functions. Participants will also learn on Excel features such as using formulas and functions.

→ Course Benefits

You will:

- o Be knowledgeable in Microsoft Excel
- o Be able to use the basic features of MS Excel with ease
- o Be able to create a more professional looking document
- o Be able to store data more efficiently and effectively



→ Course Duration

8 hours (1 day)

→ Course Outline

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| <ul style="list-style-type: none"> ■ Excel Basics ■ Creating and working with a worksheet ■ Working with Formulae ■ File Procedures ■ Moving and copying data | <ul style="list-style-type: none"> ■ Functions and absolute referencing ■ Spreadsheet presentation ■ Printing ■ Using the Worksheet efficiently ■ Manipulating Multiple Sheets / File ■ Producing Charts |
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→ Certification

Certificate of achievement will be awarded upon completion of assessment.

→ Who Should Attend

All are welcome.

For more information, please contact: