Preferred Solutions

Preferred Solutions Training Centre
Bellpark Plaza, Unit 11B
C/o of Durban & De Lange Road, Bellville, 7530

Tel: (021) 945 1279
Fax: (021) 945 2905
Email training@prefsol.co.za
Website: www.prefsol.co.za
VAT No. 4340196353
CK Reg. No: 2001/07 0451/23

TRAINING

EXCEL ABC's

Course Duration	1 Day
Investment per Delegate - Vat incl.	R1,077

The Excel ABC course will enable you to develop a basic worksheet in a presentable format.

Target Learners

Learners should preferably have a basic working knowledge of how to use a computer.

Delivery Methods

Instructor-led, group-paced, classroom-delivery learning model, with structured hands-on activities.

Benefits

The scope of this course covers powerful techniques used in Microsoft Excel to manipulate and present information. The exercise starts with a Microsoft Excel workbook populated with a flat sheet of business data. This data is then transformed into meaningful information using the techniques you will learn in this course.

Course Outline

Excel Fundamentals
- What is Microsoft Excel
- Components of the Microsoft Excel Screen
- Default Options
- Using Help
- Using Shortcut Menus

Workbooks and Worksheets
- Zoom Level
- What is a worksheet
- Creating a New Workbook
- Using an Existing Workbook
- Selection Techniques
- Scrolling in Excel
- Navigating Excel
- Entering Data
- Saving the Workbook
- Spell Check

Working with Formulae and Functions
- Formula Construction
- Creating Formulae
- Copying Formulae
- Using Functions

Managing your Worksheet
- Modifying the worksheet structure
- Moving and Copying Data
- Freezing and Hiding Columns and Rows

Formatting and Editing Data
- Changing the appearance of data
- Formatting Toolbar
- Editing Data on the Worksheet

Page Setup and Printing
- Working with Pages
- Print Preview And Printing Options
- Page Setup