



## TRAINING

### Discovering Excel

#### Leading into the Excel on Steroids Course

Course Duration	1 Day
Investment per Delegate - Vat incl.	R1,413

This course equips you with knowledge of techniques and features in Excel that will enable you to use Excel as a powerful business information tool.

#### Target Learners

Learners should preferably have a working knowledge of Excel and understand the basics of spreadsheet application.

#### Delivery Methods

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

#### Benefits

The hands-on practical course will give you an excellent all round knowledge of.

#### Course Outline

##### What is Excel - The Excel Screen

##### Working with Workbooks and Worksheets

- Workbooks
- Working with Pages in Excel
- Selection Techniques
- Entering in Data

##### Managing and Using Multiple Worksheets

- Multiple Worksheets
- Moving and Copying Worksheets
- Modifying the Worksheet Structure

##### Creating Multiple Views

- Freezing and Hiding Columns and Rows

##### Formatting and Editing Worksheets

- Formatting Data
- Moving and Copying data
- Editing Data

##### Printing and Page Setup

- Print Preview and Printing Options
- Page Setup and Page Breaks

##### Working with Formulae

- Formula Construction
- Creating Formulae
- Copying Formula
- Formulae with absolute reference
- 3-D Formulae

##### Using Functions

- Functions
- Conditional Formatting

##### Charts

- Chart Concepts
- Creating a Chart
- Editing a Chart