



Presentation Software Training

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850 / 0861 914085

Fax: 021 914 0136 / 086 634 6330

Cell: 082 894 6643

Email: psttraining@iafrica.com

Microsoft Excel: Introduction

Overview & objectives

This one-day course is designed to help a delegate to obtain the basic skills required to create and use a spreadsheet using Microsoft Excel. A delegate will learn to enter and edit data, create formulas and format elements of a worksheet.

Course Prerequisite

Windows: Introduction

Who should attend?

Any delegate wanting to obtain basic skills in using a spreadsheet, such as updating data, applying formatting, printing and making basic calculations.

Course Outline

This course consists of 6 modules	
Module One	What is a MS Excel Spreadsheet?; Start & Quit MS Excel; Minimize/Maximize/Restore/Close; The Excel Application Window; Sheet Tabs; Shortcut Menus, Toolbars, Menus; Using Dialog Boxes; Using Toolbars; Office Assistant; Using Help; Manipulating Windows
Module Two	Create a New Spreadsheet; Types of Information; Entering Information; Deleting Information; Undo & Redo Edits; Selecting Cell(s)/Column(s)/Row(s); Edit the Title of a Worksheet (Text); Use AutoFill to Copy a Series; Freezing Panes; Grouping Sheets; Insert/Delete/Rename Sheets; AutoCorrect; AutoComplete & Pick List; Finding & Replacing; Hiding & Un-hiding Worksheets
Module Three	Saving Workbooks; Saving with File Properties; Password Protection; Closing Workbooks; Open a New Workbook; Understand Templates; Open an Existing Workbook
Module Four	AutoSum - Total Rows & Columns; Create Simple Formulas; Basic Concepts on Formulas; Date / Time Formula; Create Formulas – Function Wizard; Name Ranges; Cut / Copy / Paste; Paste Special; Move Data between Cells; Inserting / Deleting Rows & Columns; Relative & Absolute References; Formula Error Messages
Module Five	Copy & Move Sheets; Format Data – AutoFormat; Format Painter; Change Number Formats; Hiding Zeros; Formatting Cells (Font, Size, Colour); Row Height / Column Width; Wrapping Text in a Cell; Shrink Text to fit in a Cell; Merge Cells; Alignment; Merge & Center Text; Indent Cell Contents; Cell Background Colour; Borders
Module Six	Check Spelling; Preview Worksheet; Page Set-up; Print Titles; Page Breaks; Headers & Footers; Print Worksheet Data; Print Gridlines; Exercise; Glossary

Additional Information

Duration	1 day
Cost	R915,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.