



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Excel (Introduction)

Overview

This one-day MS Excel (Introduction) course provides learners with the foundational skills needed to create, manage, and format spreadsheets using Microsoft Excel. Through a practical, step-by-step approach, participants will learn how to navigate the Excel interface, enter and manipulate data, create basic formulas, and apply essential formatting techniques.

Objectives

- Understand the Microsoft Excel user interface and key worksheet elements.
- Create and save spreadsheets efficiently.
- Apply basic formulas and functions to perform calculations.
- Format worksheets for improved readability and presentation.
- Manage worksheets, rows, columns, and data effectively.
- Prepare and print spreadsheets using appropriate page setup and scaling options.

Course Prerequisite

MS Windows & Internet (Introduction)

Language of Delivery

English

Delivery Methods

Facilitated by an experienced subject matter trainer, using interactive, experiential methods including demonstrations, discussions, exercises and assessments.

Who should attend?

This course is ideal for anyone needing to acquire basic spreadsheet skills, including:

- Office Administrators
- Receptionists
- Entry-level clerks and data capturers
- Staff involved in basic record keeping or reporting
- Individuals seeking to improve workplace productivity with Excel

Course Outline

This course consists of the following 6 modules

Module 1	Introduction to Microsoft Excel • What is Microsoft Excel? • The Excel User Interface and Quick Access Toolbar • Worksheet Elements and Backstage View • Using the Ribbon and Sheet Tabs • Shortcut Menus • Viewing Multiple Workbooks on the Same Screen • Tiling Multiple Worksheets
Module 2	Creating and Managing Spreadsheets • Creating a Spreadsheet and Entering Data • Autofill Feature and Custom Lists • Importing Data into Custom Lists • Freezing Panes • Grouping and Ungrouping Worksheets • Inserting, Deleting, and Renaming Sheets • Autocorrect, Autocomplete, and Drop-down Lists • Find and Replace Functions • Hiding and Unhiding Worksheets
Module 3	Saving and Opening Workbooks • Save and Save As Commands • AutoSave and Recovery of Unsaved Workbooks • Creating a New Workbook • Opening Existing Workbooks • Using Templates • Closing Workbooks

Module 4	Formulas and Basic Functions • Creating Worksheet Formulas • Formula Concepts and Relative/Absolute References • Customising the Status Bar • Displaying the Current Date • Cut, Copy, Paste, and Paste Special • Format Painter • Identifying and Correcting Formula Errors
Module 5	Formatting Worksheets • Moving and Copying Sheets • Number Formatting and Custom Formats • Hiding Zeros • Fonts, Font Sizes, and Mini Toolbar • Adjusting Row Heights and Column Widths • Hiding and Unhiding Columns and Rows • Wrapping Text, Aligning Content, and Text Orientation • Merge and Center, Indenting, and Fill Colour • Adding Borders and Custom Border Styles
Module 6	Printing and Page Setup • Spell Check • Print Preview and Scaling Options • Adjusting Page Margins and Centering on Page • Page Breaks and Print Order • Headers and Footers • Printing Gridlines • Printing a Worksheet

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire