



**PST TRAINING (PTY) LTD**

# PST Training (Pty) Ltd

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## MS Excel (Introduction)

### Overview

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.

### Objectives

- Understand the Excel user interface
- Create and Save a spreadsheet
- Learn to use the basic Functions and create Formulas
- Format a spreadsheet
- Understand how to Print a worksheet

### Course Prerequisite

MS Windows & Internet (Introduction)

### Language of Delivery

English

### Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

### Who should attend?

Any delegate wanting to obtain basic skills in using a spreadsheet.

### Course Outline

This course consists of the following 6 modules	
<b>Module 1</b>	What is Microsoft Excel/The Excel User Interface/The Quick Access Toolbar/Worksheet Elements/The Backstage View/Using the Ribbon/Sheet Tabs/Shortcut Menus/Viewing Multiple Workbooks on the same Screen/Tiling Multiple Worksheets on the same Screen.
<b>Module 2</b>	Create a Spreadsheet/Types of Information/Autofill Feature/Autofill Options/Creating a Custom List of Data/Importing Lists into Custom Lists/Freezing Panes/Grouping and Ungrouping Worksheets/Inserting, Deleting and Renaming Sheets/Autocorrect Feature/Autocomplete/Pick from Drop-Down List/Find and Replace/Hide and Unhide a Worksheet.
<b>Module 3</b>	The Save and Save As Commands/Automatically Saving Workbooks/Recover Unsaved New Workbooks/Create a New Workbook/Opening an Existing Workbook/Understanding Templates/Closing Workbooks.
<b>Module 4</b>	Create Worksheet Formulas/Basic Concepts on Formulas/Customize the Status Bar/Display the Current Date/Cut, Copy, Paste/Format Painter/Paste Special/Additional Information - Relative and Absolute References/Formulas Errors.
<b>Module 5</b>	Moving and Copying Sheets/Format Painter/Number Formatting/Create a Custom Number Format/Hiding Zeros/Fonts and Font Sizes/The Mini Toolbar/Adjusting Row Heights and Column Widths/Hide and Unhide Columns and Rows/Wrapping Text/Alignment/Text Orientation/Merge and Center/Indent Cell Contents/Fill Colour/Adding Borders and Lines/Adding Custom Borders & Lines using the Menu Command.
<b>Module 6</b>	Check Spelling/Preview a Worksheet/Adjust the Print Scaling/Page Margins/Center on Page/Page Breaks/Changing the Print Order/Headers and Footers/Printing a Worksheet/Printing Gridlines.

### Additional Information

<b>Duration</b>	1 Day	
<b>Includes</b>	<ul style="list-style-type: none"> <li>• Comprehensive Manual</li> <li>• Lunch &amp; Refreshments (not applicable to on-site training)</li> <li>• Electronic Certificate (on successful completion of the course)</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Trainer Feedback Report</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul>