



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

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	
Module 1	What is MS Excel?; Spreadsheets; Worksheets & Workbooks; Start Excel; Excel Worksheets; The User Interface; The Excel Screen; The Quick Access Toolbar; Worksheet Elements; The Backstage View; The Ribbon; Using Live Preview; Contextual Tabs; View Multiple Workbooks on the Same Screen
Module 2	Create a Spreadsheet; Types of Information; Delete/Clear Data; Undo & Redo; Select Rows/Columns/Cells; Autofill Feature; Autofill Options; Create a Custom List of Data; Import Lists into Custom Lists; Group/Ungroup Worksheets; Work with Sheets; Insert/Delete Sheets; Rename Sheets; Hide/Unhide Worksheets; Autocorrect & Autocomplete Features; Pick from Drop-Down List; Find & Replace; Freeze Panes; Remove Freeze Panes
Module 3	The Save/Save As Commands; Create a Folder; Recover Unsaved New Workbooks; Automatically Saving Workbooks; Create a New Workbook; Open an Existing Workbook; Understand Templates; Close Workbooks
Module 4	Worksheet Formulas; Create Worksheet Formulas; Arithmetic Operators; Basic Concepts on Formulas; Use the AutoSum to Add Columns & Rows; Using AutoSum for Different Functions; The Status Bar; Display the Current Date; Display the Current Date & Time; More Functions; Naming Cells; Cut; Copy & Paste; Paste Special; Insert/Delete Cells/Rows/Columns; Relative & Absolute Formula References
Module 5	Move/Copy Sheets; Copy/Move a Sheet Within the Same Workbook; Copy/Move a Sheet to Another Workbook; Format Spreadsheets; Format Painter; Number Formatting; Hiding Zeros; Fonts & Font Sizes; Font Attributes; Font Colour; Adjust Row Heights & Column Widths; Autofit Columns/Rows; Hide/Unhide Columns/Rows; Wrapping Text; Alignment; Text Orientation; Merge & Center; Indent Cell Contents; Fill Color; Add Borders & Lines; Add Custom Borders
Module 6	Print/Preview a Worksheet; Adjust the Print Scaling; Print Titles; Delete Print Titles; Page Margins; Adjust the Margins in the Print Preview; Page Breaks; Change the Print Order; Headers & Footers; Print a Worksheet; Print Gridlines

Additional Information

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