Excel Mastering for Modern Professionals

Introduction Course - 1 Day

Pre-requisites

This course is designed for those starting out in Excel and for those that would like to fill in the gaps in their knowledge. Skills in using a computer is essential.

Description

Empower your business and career with our intensive introduction one-day course - "Excel Mastery for Modern Professionals". This course is meticulously designed for corporate employees who want to amplify their skills in managing data, making quick decisions, and presenting information professionally.

Do you need to:

- Create professional worksheets
- Create simple formulas and functions to add, multiply, subtract or divide
- Enhance worksheet appearance using different format attributes
- Create Excel charts to represent data graphically
- Print a defined area of your worksheet

Aim

This course aims to provide you with the skills and knowledge necessary to build, edit and chart worksheet data in the Microsoft Excel environment

Learning Outcomes

At the completion of this course, you should have the skills and knowledge to:

- Create professional worksheets using formatting techniques
- Create simple formulas and functions and use some of Excel's built-in functions
- Automatically fill in values and formulas down columns, along rows and across spreadsheets
- Provide a visual explanation of numbers by creating great-looking charts
- Produce professional printouts by adding Headers and Footers to the worksheets

Topics

Key topics covered in this course include:

Getting Started
- The Microsoft Excel Screen
- Create a New Workbook
- Save, Open and Close a Workbook
- Edit and Restructure a Workbook

Working with Formulas and Functions
- Rules for Writing Formulas
- Relative / Absolute references
- Introduction to Functions
- Math/Trig/Statistical Functions
- Date and Time Functions

Fill Commands
- Using the mouse and the ribbon to fill values and formulas down columns, along rows and across spreadsheets

Managing Workbooks
- Reorganising worksheets
- Freeze panes/ split view
- Hide/Unhide rows/columns/worksheets

Enhancing Workbook Appearance
- Insert and Delete Rows, Columns and Sheets
- Format Cells
- Working with Comments

Charting
- Create and Modify a Chart
- Add and Delete Chart Elements

Presenting and Printing
- Excel / Print Preview
- Page setup options
- Show or Hide Gridlines on a worksheet
- Print a selection of the worksheet
- The Headers, Footers tools
- Page Breaks