/ EDGE ICT

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Short Course:

EXCEL TRAINING: INTRODUCTION LEVEL

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WORKSHOP OUTLINE

// Getting to know Excel

// Entering Data in Excel

// Manipulating Data in Excel

// Basic Formulas in Excel

// Editing a Spreadsheet

// Formatting a Spreadsheet

// Special Functions

// Printing a Spreadsheet

// More Practice

// Saving Options

QUALIFICATION OUTCOME

The Introduction to Microsoft Excel Training is designed to provide and equip individuals with the ability to use basic formulas, manipulate data, edit spreadsheets and to be able to use the general functions and commands that Excel has to offer. This course is designed for those who have no prior Excel knowledge and wish to learn the fundamental skills of Microsoft Excel, therefore in doing this course the individual will be equipping themselves with a greater foundational understanding of Excel and the many more features and properties it posesses.

At the end of this course the individual should be able to perform all fundamental Excel operations easily and be able to create, edit and manipulate Excel spreadsheets. Upon successful completion of this course the individual will then be eligible to commence with the Microsftot Excel Intermediate Level.

01.
Focus on practical application of skills, learnt, applied and practiced

06.
Improving the learner's confidence, attitude, knowledge and skills are critical

05.
Edge ICT ensures that the learners are engaged and receptive to training

COURSE METHODOLOGY

02.
Knowledge sharing and team learning form part of Edge ICT's unique training methods

03.
Programmes are flexible and easily adaptable to suit the various learning styles

04.
Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

GET IN TOUCH

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