
XL1901 - Excel Basic

DURATION: 1 Day; Instructor-led

COURSE DESCRIPTION

In today's data-driven world, proficiency in Microsoft Excel is essential for professionals across various industries. Whether you're a beginner looking to learn the basics or an intermediate user aiming to enhance your skills, this one-day training course offers a comprehensive journey through Excel's functionalities. Participants will gain hands-on experience and practical knowledge to efficiently navigate Excel, manipulate data, create insightful visualizations, and automate tasks, empowering them to excel in their roles.

AUDIENCE

- Professionals seeking to enhance their Excel skills for improved productivity and decision-making.
- Business analysts, financial analysts, data analysts, and professionals involved in data management and reporting.
- Individuals aspiring to advance their career prospects by mastering Excel proficiency.

PREREQUISITES

No prior Excel experience is required; however, a basic understanding of spreadsheet concepts would be beneficial.

METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise.

COURSE OUTLINES

Module 1: Getting Started with Excel

- Excel Structure
- Navigating in Excel
- Ribbon and Tabs
- Quick Access Toolbar (QAT)
- Dialogue Box and Task Panes
- Customizing Ribbons and QAT
- Active Cell
- Ctrl and Alt Shortcut keys

Module 2: Data Entry, Editing, and Formatting

- Data Entry
- Modifying Cell Content
- Deleting Data
- Replacing Data
- Editing Data
- Introduction to Autofill
- Introduction to Number Formatting

Module 3: Data Formatting

- Accessing Formatting Tools
- Formatting Tools
- Format Painter
- Named Styles

Module 4: Working with Cells and Ranges

- Cell Address Nomenclature
- Selecting Cell/Range
- Copying and Moving Cells/Ranges
- Paste Special
- Select Special Cells (Go To Special)
- Using Find and Replace to Select Cells
- Adding Comments to Cells
- Quick Analysis

Module 5: Managing Worksheets

- Navigating Through Worksheets
- Changing Worksheet Name and Color
- Adding/Deleting and Hiding/Un-hiding Worksheets
- Moving and Copying Worksheets
- Worksheet Views
- Saving and Opening Workbooks

Module 6: Autofill and Custom Lists

- Autofill
- Custom Lists

Module 7: Number Formatting

- Accessing Number Formatting Options
- Number Formatting Using Dialogue Box
- Custom Number Formatting

Module 8: Excel Formula Basics

- Constituents of Excel Formula
- Operators in Formula
- Entering Formula
- Editing Formula
- Absolute/Relative Cell References
- Copying/Pasting Formula
- Formula Auditing and Debugging