@ASK Training
Attitude | Skills | Knowledge

Microsoft Excel - Basic

Course Code:
ASKEB9

TPGateway Course Code:
TGS-2020502871

Course Duration:
2 days (16 hours), 9.00am - 5.00pm

Course Fee:
$360 ($392.40 Inc. 9% GST) per participant
SDF grant entitled, $2/hr x 14hrs = $28
Only applicable to Singaporean and PR employees

1 hour lunch is not claimable
Skillsfuture Credit Claimable for Individual
UTAP Claimable ; sign up https://ntuc.co/ask-edm

Course Dates:
https://asktraining.com.sg/course-schedule/

Course Synopsis

Do you often work with data at work or frequently extract data to create reports to update your supervisor? Microsoft Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations.

You will be more confident in preparing reports if you are new to Microsoft Excel or need a structured training to increase your productivity while working with data.

Why is it so important to learn Excel? It is because almost every organization across all industries are using the Excel to boost their employees' productivity and quality of work. Many different job roles require some form of Excel knowledge as Excel is one of the most indispensable data processing tools in the working world now.

Prerequisites

To enrol in this course, you should possess the following:
- (≥ 16 years old); or
- 1 year working experience

Course Objectives

In the 2-day training, you will gain the essential skills to create, edit, format, use of basic formulas and print worksheet. You will be able to:

- **Create simple formulas and understand the use of Absolute and Relative References**
- **Use of Autofill option and functions such as Sum, Average, Min, Max & Count**
- **Find and Replace Content & Formats and add Cell Comments**
- **Format Text and Values – Decimal place, Currency, Percentage & etc**
- **Manage worksheets and apply protection to worksheets and workbook.**
- **View large database effectively by Freeze panes, split and arranging windows**
- **Managing Page setup and Printing**
- **Sorting and Filtering record using Tables**

Course Outline

Application Fundamentals

- Understand Excel Application Screen
- Giving Commands
- Customizing the Quick Access Toolbar
- Using Command Shortcuts
- Create, Open, Save and Close a Workbook
- Using Help
- Exiting Excel

Getting Started with Worksheets

- Navigating a Worksheet
- Entering Labels and Values
- Editing Cell Contents
- Selecting Cells and Ranges
- Entering Data in a Selected Range
- Entering Content Automatically

Introduction to Formulas Functions

- Overview of Formulas & Cell Reference
- Entering Formulas
- Absolute and Relative References
- Formulas with Multiple Operators
- Using Functions
- Referencing External Data

Editing a Worksheet

- Copying and Moving Cells
- Controlling How Cells Are Pasted
- Collecting Items to Move or Copy
- Checking Spelling
- Using and Customizing AutoCorrect
- Insert &Delete Cells, Rows, and Columns
- Finding and Replacing Content & Formats
- Cell Comments

Formatting a Worksheet

- Formatting Text & Values
- Adjusting Row Height & Column Width
- Cell Alignment, Borders & Colors

- Copying Formatting
- Apply, Remove, Create & Modify Cell Styles
- Using Document Themes
- Applying Conditional Formatting

Managing Workbooks

- Using Workbooks View
- Selecting and Switching between Worksheets
- Inserting, Renaming and Deleting Worksheets
- Moving and Copying Worksheets
- Changing Worksheet Tab Color
- Spliting and Freezing a Window
- Working with Multiple Workbook Windows
- Hiding and Unhiding Rows, Columns and Worksheets
- Creating a Template
- Protecting a Workbook and Worksheets

Managing Page Setup and Printing

- Previewing and Printing a Worksheet
- Setting the Print Area
- Adjusting Page Margins, Orientation, Page Size and Print Scale
- Adding Print Titles, Gridlines and Headings
- Creating Headers and Footers
- Printing a Selection, Multiple Worksheets and Workbooks

Working with Data Ranges

- Sorting by One Column
- Sorting by Multiple Columns
- Filtering Data

Introduction to Charts

- Choosing and Selecting the Source Data
- Choosing the Right Chart
- Inserting, Moving, Resizing and Deleting Charts
- Changing Chart Layout and Style
- Changing Chart Type