



**@ASK Training**  
Attitude | Skills | Knowledge

# Microsoft Excel Basic – Fast Track

**Course Code:**  
ASKEBF

**Course Duration:**  
1 day, 9:00am – 5:00pm

**Course Fee:**  
\$200 (\$218 Inc. 9% GST) per participant  
No SDF grant

Any of the 2 fast track – 10% offer  
\$360 (\$392.40 Inc. 9% GST)

Any of the 3 fast track – 20% offer  
\$480 (\$523.20 Inc. 9% GST)

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



## Course Synopsis

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.

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.

In the 1-day workshop, learners will get to learn the essential basics of how to work with formatting cell, values, worksheets and workbooks. You will also learn to use simple formulas like sum, average, count and auto sum confidently. Most importantly, you will be guided on how to do page setup for printing.

Since this is a fast track course, you only learn what you need to be proficient.

### Prerequisites

To enrol in this course, you should possess the following:

- (≥ 16 years old); or
- 1 year working experience



# Course Outline

## Application Fundamentals

- Understanding the Excel Application Screen
- Giving Commands & Using Command Shortcuts

## Getting Started with Worksheets

- Navigating a Worksheet
- Entering Labels and Values
- Editing Cell Contents
- Selecting Cells and Ranges
- Entering Content Automatically (Autofill)

## Introduction to Formulas Functions

- Overview of Formulas and Cell Reference
- Entering Formulas
- Absolute and Relative References (Function F4 or \$A\$1)
- Formulas with Multiple Operators
- Using Functions (AutoSum, Average, Count, Max & Min)

## Editing a Worksheet

- Copying and Moving Cell
- Insert, Delete & Adjust Cells, Columns & Rows
- Finding and Replacing Content & Formats
- Checking Spelling
- Inserting Cell Comments

## Formatting a Worksheet

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

## Managing Workbooks

- Using Workbooks View
- Selecting and Switching between Worksheets
- Inserting, Renaming and Deleting Worksheets
- Moving and Copying Worksheets
- Changing Worksheet Tab Colour
- Freezing a Window
- Working with Multiple Workbook Windows
- Hiding and Unhiding Rows, Columns 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 and Headings
- Creating Headers and Footers
- Printing a Selection, Multiple Worksheets and Workbook

**Speak to a Course Consultant**

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