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

## PREREQUISITES

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

Ideal for beginners with essential computer knowledge such as managing files (open, save, etc.) and familiarity with Microsoft Office would be advantageous.
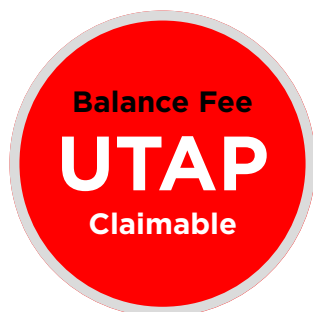
## DURATION

📅 **2 Days**
🕐 **9 AM - 5 PM**

## COURSE DATES

https://asktraining.com.sg/microsoft-office-courses/microsoft-excel-basic/#course-schedule

Course Code: **ASKMEB**

**Balance Fee**
# UTAP
**Claimable**

**Full Course Fee:**
**S$436**
*(inclusive of 9% GST)*

# Microsoft Excel – Basic

## Course Description

Do you often work with data or create reports for your leaders? Microsoft Excel is a powerful tool for quick, accurate calculations and professional data presentation. If you're new to Excel, the 'Microsoft Excel – Basic' course is ideal to help boost your productivity with structured, hands-on training.

Excel is widely used across industries to improve efficiency and work quality, making it a vital skill for many job roles. From financial reporting in businesses to inventory tracking in manufacturing and even managing personal finances, Excel has endless applications.

In this 2-day course, you'll learn to create and edit spreadsheets, use basic formulas, and format layouts for printing—building a strong foundation for data work.

## Course Objectives

- ✓ 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

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# Course Outline

## Application Fundamentals

- Understanding the Excel Application Screen
- Giving Commands
- Customising 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
- Splitting 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

## 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

## Working with Data Ranges

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