

Microsoft Excel Introduction Course Schedule

Unit Standard: 116937

Course Schedule

1. Understanding MS Excel
2. Explaining the MS Excel Screen
3. Creating spreadsheets
4. Adding data, dates numbers to a spreadsheet
5. Navigating in MS Excel
6. Saving Spreadsheets
7. Using the Sum formula
8. Manipulating cells
9. Automatically filling cells
10. Formatting a spreadsheet
11. Checking spelling
12. Printing spreadsheets

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

Assessment and moderation of submitted POE's @ R250 pp

Unit Standard: 116943

Course Schedule

1. Creating charts
2. Editing charts
3. Formatting charts
4. Moving charts
5. Inserting objects to a spreadsheet (pictures, charts, autoshapes)
6. Drawing on a spreadsheet

Sankin Computer Training