



**African Helix
Training**

In Pursuit of Excellence and Beyond...



Microsoft®
Excel
Part 1: Basic

Course Content

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Overview

In today's data-driven world, proficiency in Microsoft Excel is a valuable skill that can enhance your productivity and streamline your tasks. This course is designed for beginners who want to build a strong foundation in Excel, enabling them to efficiently manage, analyse, and present data.



Course Prerequisites

Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset.



Target Audience

This course is intended to help all novice computer users get up to speed with Excel quickly.



Course Outline

Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.



Duration

In Class/Virtual Class: 1 Day
(08:30 – 15:30)



Delivery Methods

- On-Site
- At designated location
- Virtual Live



What You Get

- Certificate of Completion



Outcomes and Objectives

- Getting Started with Microsoft Excel
- Performing Calculations
- Modifying a Worksheet
- Searching for and replacing data and how to spell check a worksheet are also discussed.
- Formatting a Worksheet
- Printing Workbook Contents
- Managing large workbooks.



Lesson 1: Getting Started with Microsoft Excel

TOPIC A: Identify the Elements of the Excel Interface

- Microsoft Excel 2016
- What are Spreadsheets, Worksheets, and Workbooks?
- What are Columns, Rows, Cells, and Ranges?
- The Excel Interface
- Navigation Options
- Creating a New Blank Workbook
- Creating a New Workbook from a Template

TOPIC B: Create a Basic Worksheet

- The Ribbon
- The Backstage View
- Data Types
- Excel 2016 File Formats
- The Save and Save As Commands

TOPIC C: Use the Help System

- Using Tell Me
- Accessing Advanced Help Options

Lesson 2: Performing Calculations

TOPIC A: Create Formulas in a Worksheet

- Excel Formulas
- The Formula Bar
- Elements of an Excel Formula
- Common Mathematical Operators
- The Order of Operations

TOPIC B: Insert Functions in a Worksheet

- Functions



- The Function Library
- Common Functions in Excel
- The Formula AutoComplete Feature
- Relative References
- Absolute References
- Mixed References

Lesson 3: Modifying a Worksheet

TOPIC A: Manipulate Data

- The Undo and Redo Commands
- The AutoFill Feature
- AutoFill Options

TOPIC B: Insert, Manipulate, and Delete Cells, Columns, and Rows

- The Insert and Delete Options
- Column Width and Row Height Alternation Methods
- The Hide and Unhide Options

TOPIC C: Search For and Replace Data

- Cell Names and Range Names the Replace Command
- The Go to Command

Lesson 4: Formatting a Worksheet

TOPIC A: Modify Fonts

- Fonts
- The Font Group
- The Format Cells Dialog Box
- The Format Painter
- Galleries
- Live Preview and Formatting
- The Mini Toolbar



TOPIC C: Apply Number Formats

- Number Formats
- Number Formats in Excel
- Custom Number Formats

Lesson 5: Printing Workbook Contents

TOPIC A: Define the Basic Page Layout for a Workbook

- The Print Options in Backstage View
- The Page Setup Dialog Box
- The Print Preview Option
- Page Margins
- Page Orientation

TOPIC B: Refine the Page Layout and Apply Print Options

- Zoom Options
- Page Breaks
- Page Break Options
- The Print Area
- Print Titles

Lesson 6: Managing Large Workbooks

TOPIC A: Format Worksheet Tabs

- Renaming Worksheet Tabs

TOPIC B: Manage Worksheets

- Repositioning Worksheets
- Inserting or Deleting Worksheets
- Worksheet References in Formulas

TOPIC C: Manage the View of Worksheets and Workbooks

- The Split Command



- The Freeze Panes Options
- The Arrange All Command
- The Arrange Windows Dialog Box
- The View Side by Side Command
- The New Window Command



For More Details and to Register, Please Contact

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