www.eliteindigo.com

MICROSOFT EXCEL

BASIC TO INTERMEDIATE

BY ELITE INDIGO

Walk away with practical "quick wins" to apply Excel functions and automation for a more efficient and data-driven workflow immediately.

🌐 www.eliteindigo.com

✉️ contact@eliteindigo.com

100% HRDF CLaimable

Microsoft Excel Basic to Intermediate

Overview

This course is designed to provide participants with a comprehensive understanding of Microsoft Excel, from basic to intermediate levels. Participants will learn how to efficiently set up and manage worksheets, format data, use formulas, print data, and utilize various features to enhance productivity. By the end of the course, participants will be equipped with the skills needed to navigate and use Excel for various tasks, including data analysis and presentation.

Course Objectives

The objective of this course is to equip participants with the knowledge and skills to effectively use Microsoft Excel for a wide range of tasks. Participants will start with the basics of setting up and modifying worksheets and progress to intermediate skills such as data analysis, chart creation, and workbook protection.

Learning Objectives

By the end of the course, participants will be able to:
- Navigate and utilize the Excel interface efficiently.
- Create, modify, and manage Excel worksheets and workbooks.
- Format data for better readability and presentation.
- Enter and use basic and intermediate formulas.
- Print worksheets with customized settings.
- Sign in to Office and OneDrive and save workbooks online.
- Protect worksheets, workbooks, and files.
- Analyze data instantly and present it using charts and sparklines.

Who Should Attend

This course is suitable for beginners who are new to Excel, as well as intermediate users who want to enhance their skills. It is ideal for professionals who need to use Excel in their daily work, including administrative staff, managers, and analysts.

Duration

2-day Full Workshop.

Microsoft Excel Basic to Intermediate

Course Outline & Schedule (Day 1)

Day 1: Basic Excel Skills

Module A: Setting Up a Worksheet
- Identify the Elements of the Excel Interface
- Creating a New Worksheet with Data
- Using AutoFill for Data Entry
- Making Changes to Data
- Navigating and Selecting Cell Ranges Quickly
- Splitting Windows Horizontally or Vertically
- Freezing Windows Screen

Module B: Modifying Excel Worksheet
- Inserting, Deleting, Copying Worksheets
- Renaming and Coloring Worksheet Tabs
- Changing Order of Worksheets
- Working with Multiple Sheets
- Navigating Worksheets in a Workbook
- Hiding/Unhiding Worksheets

Module C: Formatting Data
- Formatting Data in a Worksheet
- Making Worksheet Contents Less Crowded by Changing Column Width and Row Height
- Inserting or Copying Columns/Rows with Insert or Paste Options
- Adding Comments to Data

Module D: Writing Formulas
- Entering Simple Formulas in Worksheet
- Using AutoSum to Calculate Total, Average, Max, Min, etc.
- Using AutoCalculate as a Calculator

Module E: Printing Data
- Printing Worksheets
- Changing Page Orientation, Margin, and Scaling
- Inserting Headers & Footers
- Inserting Page Breaks

Microsoft Excel Basic to Intermediate

Course Outline & Schedule (Day 2)

Day 2: Intermediate Excel Skills

Module F: Sign In to Office and OneDrive

- Sign In
- Saving a Workbook to OneDrive

Module G: Protecting Workbook

- Protecting Worksheets, Workbooks, and Files
- Exercise: Protecting Worksheets with Hidden Formulas
- Exercise: Protecting Workbooks and Files

Module H: Analyzing Your Data Instantly

- Analyze Your Data Instantly

Module I: Presenting Data in Charts

- Creating Charts
- Modifying Charts
- Recommended Charts

Module J: Working with Sparklines

- Types of Sparklines
- Creating Sparklines
- Changing the Appearance of Sparklines
- Changing the Display Range

Module I: Presentation Data in Charts

- Creating Chart Modified Chart Recommended Chart

INDIGO
www.eliteindigo.com

ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

WHY CHOOSE US?

98% Customer Satisfaction based on Google Reviews

4.9 ★★★★★ 600 Google reviews

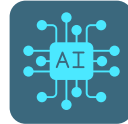All our courses are 100% HRDF claimable and no PO needed.

CONTACT US

For More 100% HRDF Claimable Courses

SCAN ME

OUR COURSES

ARTIFICIAL INTELLIGENCE (AI)
Dive into the cutting-edge world of AI, exploring algorithms, data analysis and more.

TECHNICAL SKILL
Sharpen your technical prowess from programming, software and more.

SOFT SKILL
Develop essential interpersonal skills to excel in any professional setting.

LEADERSHIP SKILL
Unleash your leadership potential with our Leadership Skills course

TEAMBUILDING
Understand the dynamics of teamwork, communication, and synergy