Course Name: Microsoft Excel Beginner

Synopsis

Excel is a powerful spreadsheet program developed by Microsoft. It is widely used for organizing, analysing, and presenting data in various industries and professions. Unlock your potential with a solid foundation in spreadsheet software, paving the way for mastering advanced Excel skills.

What You Will Learn

- **Navigating the Excel Interface:** Embark on your Excel journey with confidence as you navigate its dynamic interface like a seasoned explorer, uncovering the power of Cells, Rows, Columns, and Worksheets at your fingertips
- **Data Entry and Editing:** Dive into the heart of Excel's data realm by entering Numbers, Text, and Formulas.
- **Basic Formulas and Functions:** Unleash the magic of Excel with Formulas and Functions to solve everyday challenges effortlessly.
- **Formatting and Styling:** Give your data a makeover in Excel's style studio, where Colours, Fonts, and Borders blend seamlessly to create eye-catching spreadsheets.
- **Working with Worksheets and Workbooks:** Dive into Excel's Worksheets Versatility by Moving and Copying Data, Adding/Deleting Row and Columns, and Adding/Deleting Worksheets
- **Working with Images and Shapes:** Transform your Excel Spreadsheets into visual masterpieces by embedding Data with Images and Shapes, adding a touch of Creativity and Clarity to your Data Presentations
- **Creating Charts in Excel:** Bring your Data to life with Excel's Charting Magic, turning numbers into impactful Visual Stories that captivate and inform with just a glance
- **Printing Excel Worksheet:** From Pixels to Paper, unleash your Data's potential in Crisp, Professional Prints with just a Click
- **Creating Excel Template:** Start strong with pre-designed formats that streamline your tasks and showcase your data like a Pro

Who Should Attend

Excel beginner classes are ideal for individuals from various backgrounds and professions who are looking to gain foundational skills in spreadsheet software.

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: Microsoft Excel Fundamentals
Participant will learn the essential building blocks of Excel, from navigating the interface and customizing setting, understanding Excels behaviour, and must know shortcut keys.

- o Introduction to Excel Interface
- o Customizing Quick Access Toolbar & Ribbon
- o Understanding Structure of Excel Workbook
- o Saving & Opening Excel Documents
- o Common Excel Shortcut Keys

Session 2: Data Entry and Editing
Participants will learn how to efficiently input and modify data within Excel spreadsheets and understand the crucial theory of cell references in Excel.

- Entering Text into Spreadsheet
- Working With Numeric Data
- Working With Date-Values
- Cell Reference Concept
- Creating Formulas in Excel
- Relative vs Absolute Cell Reference
- Order Of Operation in Excel

Session 3: *Working With Basic Excel Formulas*

Participants will learn essential skills to perform calculations using everyday Excel's formula to automate tasks and leveraging on Excel's AUTO Command.

- Using the Excel Function
- Working with SUM Function
- Working with MIN and MAX Function
- Working with AVERAGE Function
- Working with COUNT & COUNTA Function
- Adjacent Cell Error in Excel
- Using AutoSum Command in Excel
- Using AutoFill in Excel to Populate Formulas

Session 4: *Modifying Excel Worksheet*

Participants will learn the skills associated with appending, deleting, and customizing Excel's worksheets and cells.

- Moving and Copying Data into Excel
- Inserting and Deleting Rows & Columns in Excel
- Changing Width & Height of Rows & Column Accordingly
- Hiding and Unhiding Excel Rows and Columns
- Renaming/Deleting/Moving/Copying Excel Worksheet

Session 5: *Formatting Data in Excel Worksheet*

Participants will learn how to enhance the appearance and readability of their spreadsheets by applying formatting and conditional formatting on cells.

- o Working with Font Formatting
- o Working with Cell Formatting
- o Formatting Data in Excel (Currency, Percentage, etc)
- o Using Excel Format Painter
- o Creating Styles to Format Data
- o Merging/Unmerging Cells
- o Using Conditional Formatting

Session 6: *Working With Shapes & Images in Excel*
Participants will learn how to enhance their Excel spreadsheets with visual elements and integrating data into it.

- o Inserting and Editing Images
- o Inserting and Editing Shapes
- o Inserting and Editing Smart Art

Session 7: *Creating Charts in Excel*
Participants will learn how to will learn how to visually represent their data using various chart types.

- o Selecting Data for Charts
- o Creating Basic Charts
- o Customizing Chart Elements
- o Adding and Formatting Data Series
- o Modifying Chart Layout
- o Working with Chart Tools
- o Changing Chart Range

Session 8: Printing Excel Worksheet
Participants will learn how to prepare and optimize their Excel data for printing purposes.

- o Setting up Page Layout Options (Margins, Orientation, Page Size)
- o Defining Print Areas
- o Adjusting Scaling Options
- o Adding Headers and Footers with Page Numbers, Titles, Dates, and Custom Text
- o Previewing and adjusting the Print Layout to ensure Proper Alignment and Formatting

(003587769-K)
Persiaran Mayang Pasir
Bayan Baru, 11950
Pulau Pinang, Malaysia
Mobile: 019-9790786
Email: hr.department@softspheretraining.my
Website: www.softspheretraining.my

o Printing Specific Selections, entire Worksheets, or multiple Worksheets within a Workbook
o Understanding best practices for Saving and Sharing Printed Documents in different file formats (e.g., PDF) for digital distribution

Session 9: Creating Excel Template
Participants will be able to create tailored Excel templates that streamline data entry processes, enforce consistency, and improve productivity.

o Working on Excel Templates
o Creating Own Custom Template and Saving It