



MICROSOFT OFFICE EXCEL Level 1 and 2 – ONLINE TRAINING COURSES

OVERVIEW:

This is an introduction to Excel 2010, comprising of in depth modules covering Excel 2010. You will explore the Excel 2010 interface and learn to enter, edit and format data and use Microsoft Excel formulas and functions to calculate and analyze numeric data. This e-learning course is suitable for self paced learning, distance learning and blended learning. This is an online training course and uses high quality multimedia with audio to fully engage the user.

WHO IS IT FOR?

This course is for anyone from any age group who wants to learn how to participate and interact in the new digital online world.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and a mouse and a keyboard.

WHERE CAN I DO THE COURSE?

You can download the learning content directly from the website and learn at your own convenience

SUMMARY CONTENT:

MS Office Excel Level 1

The course consists of the following topics:

- * Working with Spreadsheets
- * Enhancing Productivity
- * Select Cells and Insert Data
- * Edit and Sort Data
- * Copy, Move and Delete Content
- * Working with Rows and Columns
- * Working with Workbooks
- * Arithmetic Formulas
- * Functions
- * Formatting Numbers and Dates
- * Formatting Cell Content



- * Alignment and Border Effects
- * Creating Charts
- * Editing Charts
- * Page Setup Options
- * Checking and Printing

MS Office Excel Level 2

The course consists of the following topics:

- * Formatting Using Styles
- * Conditional Formatting
- * Customising The Ribbon and QuickAccess Toolbar
- * Pivot Tables
- * Working with Macros
- * Outlining
- * Goal Seek and Solver
- * Working with Named Ranges
- * Lookup Functions
- * Creating a Web Page
- * Worksheets and Email