

Excel



Hours: 20

Course Outline

- Navigate the Excel User Interface
- Create and Save a Basic Workbook
- Create complex Formulas
- Relative and Absolute Cell References
- Insert, Delete, and Adjust Cells, Columns, and Rows
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Checking Spelling and Thesaurus Option
- Working with Multiple Worksheets
- Sorting Data
- Groups and Subtotals
- Protecting your worksheet
- Preview and Print a Workbook
- Configure Headers and Footers
- Enter Cell Data
- Create Worksheet Formulas
- Insert Functions
- Apply Text & Number Formats
- Align Cell Contents & borders
- Create and Use Templates
- Search for and Replace Data
- Charts
- Freezing Panes and View Options
- Filtering Data
- Intro to PivotTables
- Protect your workbook (Encrypt with password)
- Set Up the Page Layout

Key Advantages

- **Getting Started with Microsoft Office Excel**
- **Performing Calculations**
- **Formatting a Worksheet**
- **Modifying a Worksheet**
- **Working with Data**
- **Printing Workbooks**

CONTACT US

T : 0545500660 E : Info@future-center.com
 T : 0562235577 S : www.future-center.com