

MS Excel 2: Excel Efficiency Tools

Based on SAQA's Unit Standard 116940 and US 258879, NQF Level 3, 3 Credits

Introduction

If you have been using Microsoft Excel for a while, now is the time to discover all its hidden features! This one-day course shows how you can use Excel to format cells, create basic charts, use some of the functions in Excel, and much more. Invest one day of your time to make yourself permanently more efficient in Excel by finding out just what it can do!

We will show you how to collect, clean and present data effectively and efficiently. The workshop is ideal for anyone that wants to use Excel to get meaningful stats.

Course Outline

- What is Excel?
- Creating a Workbook
- Entering and Editing Data
- Moving and Copying Data
- Creating a Formula
- Editing a Formula
- Formatting Cell Values
- Formatting Cell Contents
- Structuring a Worksheet
- Borders and Shading
- Page Layout
- Printing Worksheets and Workbooks