



Objectives

Learn the basics of Microsoft Excel 2010, the popular spreadsheet program. Begin with a tour of the Excel Window and learn how to create a worksheet, add and edit data and images, and save for printing in various formats. Discover the various built-in math, financial, and text related functions that Excel provides. Begin your journey toward becoming proficient in creating professional spreadsheets in Excel 2010

Prerequisites

Students are required to have basic computer knowledge for taking up this course. Ability to handle Windows operating system is a must.

Course Content:

Introduction to Excel: Understanding rows and columns, Naming Cells, Working with excel work book.

Formatting excel work book: Wrap text, Merge and Centre, Currency, Accounting etc, Modifying Columns, Rows, Cells. Changing fonts, cell formatting and Table format.

Entering Data – Entering Excel data, text numbers, date & time entering the same data, time saving features, auto complete, pick list, auto correct, auto fill & custom list.

Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually - Create a Chart with the Chart Wizard, Create an effective chart with Chart Tool such as Design, Format, and Layout.

Formula & Functions - Understand formula order of operation “BODMAS” creating a formula basic functions.

Printing: Printing Workbook, Page Setup, Print Area, Print Preview, Page Tab, Margin Tab, Header & Footer Tab, Sheet Tab.

Course Duration

Full-Time: 2 days/ 14 Hours (9:00 am - 5:00 pm)

Award : Certificate from USM (Universiti Sains Malaysia)

