

Why Learn Microsoft Excel Core & Intermediate?

Gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets using Excel.

Work with charts and advanced formatting including styles, advanced formulas, lists, and illustrations.

Audience Profile :

- Students who have little or no familiarity with Microsoft Excel.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.



Course Overview:

- This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets using Excel.
- Students will also work with charts and advanced formatting including styles, advance their skill set by learning to work with advanced formulas, lists, and illustrations.

Microsoft Windows and Internet Outline:

- Module 1: Creating a Microsoft Excel Workbook
- Module 2: The Ribbon
- Module 3: The Backstage View (The File Menu)
- Module 4: The Quick Access Toolbar
- Module 5: Entering Data in Microsoft Excel Worksheets
- Module 6: Formatting Microsoft Excel Worksheets
- Module 7: Using Formulas in Microsoft Excel
- Module 8: Working with Rows and Columns
- Module 9: Editing Worksheets
- Module 10: Finalizing Microsoft Excel Worksheets
- Module 11: Advanced Formulas
- Module 12: Working with Lists
- Module 13: Working with Illustrations
- Module 14: Visualizing Your Data
- Module 15: Working with Tables
- Module 16: Advanced Formatting

Training Solutions:

- ✓ Offline Classroom Instructor-Led Training in our labs or onsite Locations.
- ✓ Virtual Instructor-Led Training Via Virtual Video Conferencing Tools.

Why Learners Prefer CLS as their Training Services provider ?

- Premium Training Services Accredited from Global Technology Vendors.
- Best Rated Experts & Certified Trainers in Egypt.
- Official Training Hours, Practice Labs, Hands-on Learning.
- CLS Training Classrooms are designed with High Edge PCs and Training Facilities.
- Return on Training Investment is Guaranteed to boost performance.

