Microsoft Office 2019

EXCEL

Syllabus

EXCEL
Course descriptor

Overview

Excel offers you the tools to perform simple calculations, make pivot tables and learn you patterns to organize your data. You can create spreadsheets to present your data in compelling ways with new charts and graphs, format tables and create forecasts to foretell the tendency.
This software program created by Microsoft will help you organize numbers and data with formulas and functions. Excel is used globally by individuals and/or businesses to perform financial analysis.

Objectives

Students attending the course will:

1. Learn how to use Microsoft Excel to create calculations
2. The navigation of the keyboard
3. Generate tables and graphs
4. Perform data analysis
5. Generate equations, calculations and diagrams

Assessment

Assessment for this course will involve:

1. 1 x quiz, taken at the end of the course.

Prerequisites

The course requires basic knowledge of computers (such as turning a computer on or off, launching applications, browsing through files etc.).

Required resources

You will need a lower-range computer (preferably running Windows 7 or later) and an installation of Microsoft Office 2013 or later.

Syllabus

Session	Title	Material
1	Use of the Application	Create, Open, Close and Save a Spreadsheet. Set basic options in the application, use help resources, use magnification tools, display toolbar, restore, minimize the ribbon. Navigate within a spreadsheet.
2	Cells	Quantity in one cell, avoid blank rows and columns. Enter number, data, text in cells. Select cell, range of cells, entire worksheet. Use commands, undo, redo, search, replace. Sort cell/s in ascending/descending order. Copy the contents of a cell/s, use the autofill tool, move/delete contents of a cell/s.
3	Managing Worksheets	Select row/column, range of adjacent/non-adjacent row/column, insert, delete row/column, modify column width, row height, freeze/unfreeze row/column, switch between worksheets insert, name, rename, delete worksheet. Copy, move a worksheet within a spreadsheet, between spreadsheets.
4	Formulas & Functions	Good practice in formula creation, create formulas using sell references and arithmetic operations, identify and understand error values, use sum, average, minimum, maximum e.t.c.
5	Formatting	Format cells to display numbers to specific number of decimal places, without separator, data style, currency symbol or as percentages. Apply text formatting to cell contents, font size/type, bold, italic, underline, colors, background. Copy the formatting from cell/cell range to another cell/cell range, apply, remove text wrapping, align contents horizontally, vertically, merge/unmerge and center cell contents
6	Charts	Different type of charts, select, move, resize, delete a chart, add, remove, edit a chart title, add, remove a chart legend, add, remove data labels, change chart area, change the colors, the font sizes the margins in the charts

7	Prepare output	Change spreadsheets margins, orientation, size, adjust page set up to fit spreadsheet contents, add, edit, delete data in headers and footers, insert, delete fields in headers and footers, check & correct spreadsheets calculations, apply automatic title rows printing, preview spreadsheets, print selected cell or cells form a spreadsheet or entire spreadsheet

Progression

Attendees of this course could potentially progress several other courses:

- Word (branch)
- PowerPoint (branch)
- Access (branch)
- Outlook (branch)
- IT Fundamentals (branch)
- Advanced Excel (branch)

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