MICROSOFT EXCEL SPREADSHEET

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EQUALS
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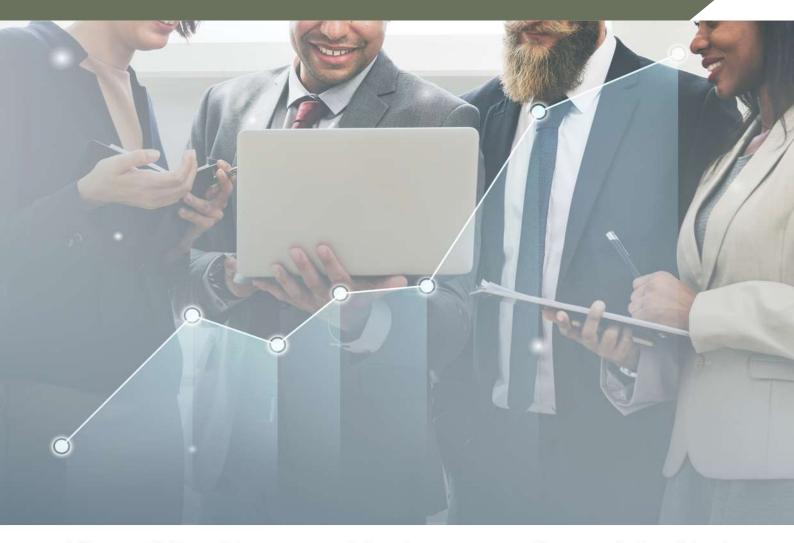
OVERVIEW

Course Description

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.

AWARDED

A hard copy of the UK endorsed certificate to successful candidates that are enhanced with this course

WHO IS IT FOR

Microsoft Excel is a spreadsheet program with a variety of tools.
It offers the possibility of entering all sorts of data and perform financial, mathematical or statistical calculations.
It is for anyone who wants to learn Microsoft Excel Spreadsheet.
1. needing to personally develop;
2. extend their skills ;

ENTRY REQUIREMENTS

For the Mocrosoft Excel Spreadsheets you will be required to have:
-English language: Applicants will be required to provide evidence of their proficiency

ASSESSMENT

INTRO TO EXCEL

The assessment for this course will involve a coursework assignment, submitted at the end of the course.

• Quiz examination

Assessment critiria is based on:
Distinction/Merit/Pass/Fail

PROGRESSION

Attendees of this course could potentially progress to:

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

MODULES

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

List of modules:

-Use of the Application

-Cells

-Managing Worksheets

-Formulas & Functions

-Formatting

-Charts

-Prepare output

FOR MORE INFORMATION:

📞 +357 99801631

✉ info@estudyquals.com

🌐 www.estudyquals.com

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