

EXCELLENT Trade Consultancy

COURSE TITLE

MICROSOFT EXCEL IN BUSINESS ACTIVITY & ENVIRONMENT

COURSE SYNOPSIS

Taking a very simple view, **Excel** is a tool that allows you to enter quantitative data into an electronic spreadsheet to apply one or many mathematical computations. These computations ultimately convert those quantitative data into useful business information.

COURSE OBJECTIVES

The objective of this course is to learn and operate how data and cells are created. After creation you will further to enhance to construct formulas, including the use of built-in functions, and relative and absolute references, create and modify charts, preview and print worksheets.

Furthermore it is to set up the chart function of Excel to represent non numeric data in multiple formats. Differentiate between formulas and functions in Excel. Use at least four functions that are stored in Excel. Access and manipulate data using the database functions of Excel.

LEARNING OUTCOMES

1. Upon completion of this course, participants will be able to examine spreadsheet concepts and explore the Microsoft Office Excel environment.
2. Upon completion of this course, participants are able to create, open and view a workbook for the business operation, once completed, they will know to save and print workbook for their reference, reports and so on.
3. Upon completion of this course, participants are able to enter, edit data as well Modify the worksheet as well their workbook. If there need any reference with will know how to find for cell reference.
4. Upon completion of this course, participants are able to use functions and formula.
5. Upon completion of this course, participants are able to create and edits (Charts and graphics)
6. Last but not least, participants able to work with pivot tables (Such as VLOOP and Excel ribbon) and charts, Import and export data.

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TARGET AUDIENCE

Those who have little or no familiarity with **Microsoft Excel** or more experienced **Excel** users who want to enhance.

LEARNING METHODOLOGY

- Face to face or Online. Printed Materials. Activities Sheets and Presentation
- Participants need to have own device (laptop) during this session

COURSE OUTLINE

DAY 1	CONTENTS COVERAGE
	<ul style="list-style-type: none">● Getting Started With Microsoft Excel<ul style="list-style-type: none">○ Navigate the excel User Interface○ Use Excel Commands○ Create and save a Basic Workbook○ Enter Cell data○ User Excel Help
	<ul style="list-style-type: none">● Performing Calculation<ul style="list-style-type: none">○ Create Worksheet Formulas○ Insert Functions○ Reuse Formulas & Functions
	<ul style="list-style-type: none">● Modifying a Worksheet<ul style="list-style-type: none">○ Insert, delete and adjust cells , columns and rows○ Search for and replace date○ Use Proofing and research tools
	<ul style="list-style-type: none">● Formatting a worksheet<ul style="list-style-type: none">○ Apply text formats○ Apply Number formats○ Align cell contents○ Apply styles and Themes○ Apply Basic Conditional Formatting○ Create and Use Templates
	<ul style="list-style-type: none">● Printing Workbook<ul style="list-style-type: none">○ Preview and Prints a workbook○ Set Up the Page Layout○ Configure headers and footers
	<ul style="list-style-type: none">● Managing Workbooks<ul style="list-style-type: none">○ Manage Worksheets○ Manage Workbook and worksheet Views○ Manage Workbook Properties

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	<ul style="list-style-type: none"> ● Working with the functions <ul style="list-style-type: none"> ○ Work with Ranges ○ Use Specialised Functions ○ Work with logical functions ○ Work with Date and Time functions ○ Work with Text Functions
	<ul style="list-style-type: none"> ● Working with Lists <ul style="list-style-type: none"> ○ Sort Data ○ Filter Data ○ Query Data With Database Functions ○ Outline and Subtotal Data
	<ul style="list-style-type: none"> ● Analyzing Data <ul style="list-style-type: none"> ○ Create and Modify Tables ○ Apply Intermediate Conditional Formatting ○ Apply Advance Conditional Formatting
	<ul style="list-style-type: none"> ● Visualizing Data With Charts <ul style="list-style-type: none"> ○ Create Charts ○ Modify and Format Charts ○ Use Advance Chart Features

DAY 2	CONTENTS COVERAGE
	<ul style="list-style-type: none"> ● Analyzing Data With Pivot Tables (Such as VLOOP and Excel ribbon <ul style="list-style-type: none"> ○ Create a Pivot Table ○ Analyze Pivot Table Data ○ Present Data with Pivot Charts ○ Filter Data by using Timelines and Slice
	<ul style="list-style-type: none"> ● Working with Multiple Worksheet <ul style="list-style-type: none"> ○ Workbook ○ Use Links and External References ○ Use 3-D References ○ Consolidate Data
	<ul style="list-style-type: none"> ● Using Lookup Formulas and Formulas Auditing <ul style="list-style-type: none"> ○ Use Lookup Functions ○ Trace cells ○ Watch and Evaluate Formulas
	<ul style="list-style-type: none"> ● Sharing and Protecting Workbooks <ul style="list-style-type: none"> ○ Collaborate on a workbook ○ Protect Worksheets and Workbooks
	<ul style="list-style-type: none"> ● Automating Workbook Functionality <ul style="list-style-type: none"> ○ Apply Data Validation ○ Search for Invalid Data and Formula with errors

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	<ul style="list-style-type: none">○ Work with Macros
	<ul style="list-style-type: none">● Creating Sparklines and Mapping Data<ul style="list-style-type: none">○ Create Sparklines○ Mapping Data
	<ul style="list-style-type: none">● Forecasting Data<ul style="list-style-type: none">○ Determine Potential Outcomes Using Data Tables○ Determine Potential Outcomes Using Scenarios○ Use the Goal Seek feature○ Forecasting Data Trends