PASS COMPETENCE (Pty) Ltd

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# Basic Excel

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## Overview

Participants will gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. You will know and demonstrate the correct application of the principal features of Excel.

Participants will create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook example include professional looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

## Course Outline

# Module One: Create and Manage Worksheets and Workbooks

- Create Worksheets and Workbooks
- Navigate in Worksheets and Workbooks
- Format Worksheets and Workbooks
- Customize Options and Views for Worksheets and Workbooks
- Configure Worksheets and Workbooks for Distribution

# Module Two: Manage Data Cells and Ranges

- Insert data in cells and ranges
- Format cells and ranges
- Summarize and organize data

# Module Three: Create tables

- Create and manage tables
- Manage table styles and options
- Filter and sort a table

# Module Four: Perform operations with formulas and functions

- Summarize data by using functions
- Perform conditional operations by using functions
- Format and modify text by using functions

# Module Five: Create charts and objects

- Create charts
- Format graphic elements
- Insert and format objects