Welcome to MS Excel – Basic

– 1 Days – R2000pp

MS Excel is a powerful business tool that should be used by every person in an organisation to store, analyse and present data in order to make better business and managerial decisions. Most people don't even scratch the surface of the use of MS Excel. This course ensures you are introduced to the software to start your journey in the correct manner.

Most organisations ask for MS Excel competency when applying for a job. We start at the basics and then take you to – Understanding MS Excel, then – Working with MS Excel and for Executives – Presenting with MS Excel.

The four individual courses will help you to unlock the full potential of one of the most powerful business tools at your disposal - helping you to stand out from your colleagues, improving the quality of your analysis and decisions and assisting in your own professional development.

What can you expect to learn ? :-

- What is Ms Excel

- Creating a New Document

- Saving a document

- Using Templates

- Opening a saved document

- Terminology in Excel

- Working in Excel and understanding the use of Excel

- Capturing information

- Editing a Workbook

- Printing

- Formatting

- Sharing and emailing Excel workbooks

- Working with Workbooks and worksheets

- Managing your worksheet