



COURSE OUTLINE

Course Name: Introduction to Microsoft Excel

Target Audience: Staff with limited or no Excel experience.

Duration: 1 Day

Course Goals:

The goal of this course is to equip participants with a knowledge of the basic Excel functionality. Participants will develop a basic understanding and ability to create and format worksheets and charts, use formulas and print in Excel.

The course will include participative and practical elements.

Learning Objectives and Outcomes:

On completion of the course it is expected that participants will be able to:

- ✓ Select, sort, copy, move and delete data
- ✓ Enter and edit data in cells/format text
- ✓ Apply formats such as dates and currency
- ✓ Create and delete columns and rows
- ✓ Create, copy and rename worksheets
- ✓ Use and understand Auto Fill
- ✓ Create simple charts and use Basic Charting tools
- ✓ Print worksheets and workbooks

Course Content:

Introductory to the Excel environment <ul style="list-style-type: none">○ Excel basics○ Worksheets○ Formatting○ Using Autofill	<ul style="list-style-type: none">○ Formula○ Functions○ Charts○ Printing
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