

WSQ - Microsoft Excel Basic

3 Days Course • Instructor-Led Training (English)

About The Course

An introductory course preparing participants for basic spreadsheet features and functionality.

Audience Profile

Mix from various companies, industries, and departments

Course Outcome

On completion of this course, the learner will have the knowledge and application skills in using a spreadsheet application at basic level. The skills include understanding fundamental spreadsheet concepts, designing a spreadsheet, and using basic functions within a spreadsheet.

Pre-Requisites

1. Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and
2. Be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4; and
3. Be able to manipulate numbers at a proficiency level equivalent to ES WSQ WPN level 4. and
4. The minimum age of course participants should be 21 years

Course Outline

7 Sections

Section 1 – Getting Started

- Exploring Features of a Spreadsheet Application
- Exploring Excel Interface
- Using zoom tool
- Worksheet views
- Using the Ribbon
- Customizing excel options.
- How to use Tell Me (Help Functions)
- Working with Workbooks

Section 2 – Constructing Cell Data

- Recognizing Good practices in creating lists
- Selecting cells in a worksheet
- Working with data in cells
- Copying and moving data
- Pasting Special
- Using clipboard
- Using Auto fill
- Using Flash Fill
- Finding and replacing text

Course Outline

7 Sections

Section 3 – Managing Worksheets

- Working with Worksheets
- Inserting and deleting sheets
- Copying and moving sheets
- Switching between opened workbooks and different worksheets
- Renaming sheets
- Working With Rows and Columns
- Selecting Rows and Columns
- Inserting and deleting rows and columns
- Changing change column width and row height
- Freezing Panes

Section 4 – Working with Formulas

- Using Arithmetic Formulas
- Recognizing Good Practices in Formulas
- Using Mathematical Operators
- Understanding cell references
- Writing and editing a Formula
- Copying Formulas
- Relative and Absolute Cell References
- Working with Formula Errors
- Using Functions
- Using AutoSum
- Using Common Functions
- Displaying And Printing Formulas

Course Outline

7 Sections

Section 5 – Formatting Cells

- Cell Formatting
- Font Formatting
- Cell Borders and Fill Colours
- Alignment
- Wrapping Text
- Adjusting Cell Alignment
- Changing Text Direction
- Merging And Splitting Cells
- Formatting Number and Date
- Using Format Painter

Section 6 – Working with Charts

- Cell Formatting
- Font Formatting
- Cell Borders and Fill Colours
- Alignment
- Wrapping Text
- Adjusting Cell Alignment
- Changing Text Direction
- Merging And Splitting Cells
- Formatting Number and Date
- Using Format Painter

Course Outline

7 Sections

Section 7 – Viewing and Printing Workbooks

- Customizing The Page Layout
- Managing Headers and Footers
- Checking and Amending Spelling in a Sheet
- Printing and Previewing
- Printing Your Worksheet
- Previewing Your Worksheet
- Using Basic Print Options
- Using Print Titles
- Displaying And Printing Formulas