

## **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, 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 01 – 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 02 – 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

## Section 03 – 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

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## Section 04 – 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

## Section 05 – 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 06 – Working with Charts

- Cell Formatting
- Font Formatting
- Cell Borders and Fill Colours
- Alignment
- Wrapping Text
- Adjusting Cell Alignment

## Course Outline

7 Sections

- Changing Text Direction
- Merging And Splitting Cells
- Formatting Number and Date
- Using Format Painter

### Section 07 – 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

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