



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Microsoft Excel Essential Course

This comprehensive course covers the fundamental features of Excel 2011 for MAC, as well as exposing the delegate to some of the functions in MAC Excel 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Excel 2011 MAC skills to create basic spread sheets and formula.

This course will prepare the delegate for more advanced MAC Excel 2011 courses. The delegate receives an Excel 2011 MAC manual and an electronic attendance certificate on completion of the Excel Essentials 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

Introduction to spreadsheets	Pick from drop-down list Auto fill options
Starting excel in win 8	Save as new name/workbook
The excel screen	Editing and deleting data
Navigating within a worksheet	Working with blocks
Workbook views	Adjusting column width
Working with help	Adjusting row height
Working with excel	Formulas and functions
Working with the office clipboard	The sum function
Entering information into excel	The auto sum feature
Creating a new workbook	Working with common functions
Entering information	Changing fonts & point size
Auto complete & auto fill	Cell borders and colors

TOC Continue...

Customizing cell formats	Defining print titles
Aligning cell data	Scaling the document
Indenting text	Sheet options
Rotating text	Accessing the page setup dialog box
Wrapping text within a cell	Customizing headers/footers
Formatting numbers	Sheet printout options
Inserting and deleting a row/column	Printing your worksheet
Using cell styles	Closing a document
Using the format painter	Formatting cells
Creating a chart	Applying attributes
chart objects	Applying design
Accessing other functions	Moving the chart
Working with insert (built-in) functions	Selecting chart objects
Formulas and mathematical rules	Sizing the chart
Creating a custom formula	Editing the chart
Spell checking the worksheet	Printing the chart
Saving your workbook	Applying text attributes to chart objects
Previewing a workbook before printing	Changing the font of chart objects
Modifying the page setup	Changing font size
Changing margins	Changing the font color
Changing the print area	Applying numeric formats to
Setting/removing page breaks	Glossary of short cut keys
Applying a graphics background	

OFFSITE, OUR VENUE, prices from R 1895 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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