



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 - 2016 Microsoft Excel Essential Course

This comprehensive course covers the fundamental features of Excel 2016 as well many functions in Excel 2016. This is an intense one day course, 09h00 to 15h30, which will provide you or your staff the knowledge of putting together comprehensive spreadsheets and understanding formulas.

This course will prepare you or your staff for more advanced Excel 2016 courses. Each student receives an Excel 2016 manual and an electronic attendance certificate on completion of the Excel Essentials 2016 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

Starting excel in win 8

The excel screen

Navigating within a worksheet

Workbook views

Working with help

Working with excel

Working with the office clipboard

Entering information into excel

Creating a new workbook

Entering information

Auto complete & auto fill

Pick from drop-down list Auto fill options

Save as new name/workbook

Editing and deleting data

Working with blocks

Adjusting column width

Adjusting row height

Formulas and functions

The sum function

The auto sum feature

Working with common functions

Changing fonts & point size

Cell borders and colors

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Customizing cell formats

Aligning cell data

Indenting text

Rotating text

Wrapping text within a cell

Formatting numbers

Inserting and deleting a row/column

Using cell styles

Using the format painter

Creating a chart

chart objects

Accessing other functions

Working with insert (built-in) functions

Formulas and mathematical rules

Creating a custom formula

Spell checking the worksheet

Saving your workbook

Previewing a workbook before printing

Modifying the page setup

Changing margins

Changing the print area

Setting/removing page breaks

Applying a graphics background

Defining print titles

Scaling the document

Sheet options

Accessing the page setup dialog box

Customizing headers/footers

Sheet printout options

Printing your worksheet

Closing a document

Formatting cells

Applying attributes

Applying design

Moving the chart

Selecting chart objects

Sizing the chart

Editing the chart

Printing the chart

Applying text attributes to chart objects

Changing the font of chart objects

Changing font size

Changing the font color

Applying numeric formats to

Glossary of short cut keys

OFFSITE, OUR VENUE, prices from R 1695 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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KEYBOARDING

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Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TRAINING

Excel Essentials 2016 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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