



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 Publisher Essential Course

This comprehensive course covers the fundamental features of Publisher 2016 as well exposing the delegate to some of the functions in Publisher 2016. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Publisher 2016 skills.

This course will prepare the delegate for more advanced Publisher 2016 courses. The delegate receives a Publisher 2016 manual and an electronic attendance certificate on completion of the Publisher 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

TOC Continue...

Cell borders and colors	Applying a graphics background
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 key

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 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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