



*Training Course:
Microsoft Excel - Basic Level*

*13 - 17 January 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Microsoft Excel - Basic Level

Training Course code: IT235600 From: 13 - 17 January 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5775 € Euro

Introduction

This training program, designed by Global Horizon Training Center, is tailored for individuals and professionals who are new to Microsoft Excel or have limited experience with the software. The course provides a solid foundation for using Excel as an essential tool for organizing, analyzing, and presenting data. By the end of this course, participants will be able to confidently navigate Excel, perform basic functions, and use various tools to streamline their workflow.

Objectives

By the end of this program, participants will:

- Understand the Excel interface and basic functionalities.
- Be able to create and format worksheets and workbooks.
- Learn to use essential formulas and functions.
- Manage and organize data using sorting and filtering.
- Perform basic data analysis with charts and graphs.
- Apply formatting techniques to enhance presentation.

Course Methodology

The course will use a hands-on approach, with practical exercises and real-world examples. Participants will:

- Engage in instructor-led demonstrations.
- Practice individually using a provided dataset.
- Participate in group activities to reinforce concepts.
- Receive regular feedback from the trainer.

Organizational Impact

- Enhanced productivity and efficiency in handling data-related tasks.
- Improved accuracy and professionalism in creating reports and presentations.

- Reduction of errors through better understanding of basic Excel functions.
- Employees equipped to handle day-to-day tasks more independently.

Target Audience

This course is ideal for:

- Administrative assistants, coordinators, and entry-level professionals.
- Employees who work with data but lack formal Excel training.
- Individuals looking to improve their productivity and analytical skills.
- Those who want to build a foundation in Excel for future advanced learning.

Outlines

Day 1: Introduction to Excel and Basic Navigation

- Overview of the Excel interface: Ribbon, toolbar, and worksheet
- Creating, saving, and opening workbooks
- Understanding cells, rows, columns, and ranges
- Entering and editing data text, numbers, dates
- Basic file management and navigation techniques
- Hands-on exercise: Creating a simple worksheet

Day 2: Formatting Worksheets and Data

- Formatting cells: Text, numbers, dates, and currency
- Adjusting row height, column width, and cell alignment
- Applying cell borders and shading for readability
- Using conditional formatting for automatic visual highlights
- Formatting worksheets for printing: Page layout, headers/footers
- Hands-on exercise: Enhancing a worksheet's appearance

Day 3: Basic Formulas and Functions

- Introduction to formulas: Basic arithmetic operations +, -, *, /
- Understanding cell references: Relative, absolute, and mixed references
- Using basic Excel functions: SUM, AVERAGE, MIN, MAX, COUNT
- Introduction to AutoSum and AutoFill features
- Hands-on exercise: Building simple calculations and functions

Day 4: Data Management Tools

- Sorting data in ascending/descending order
- Filtering data to view specific information
- Introduction to Excel tables for better data management
- Copying, moving, and deleting data in Excel
- Hands-on exercise: Managing and organizing data in a worksheet

Day 5: Basic Data Analysis and Presentation

- Creating simple charts and graphs bar, line, pie charts
- Modifying and formatting charts for better presentation
- Using basic data validation techniques
- Protecting worksheets and workbooks
- Hands-on exercise: Creating a simple report with charts and graphs

Registration form on the Training Course: Microsoft Excel - Basic Level

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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