

Excel Core

Course Description

Learn to use Excel to create budgets, track costs and generate quotes. Learn tools and ideas that will save time and create professional looking proposals and plans. Participants with only a very basic knowledge of Excel will quickly progress to create basic databases, budgets, graphs, reports and the fundamentals of building equations. This course maps to the Microsoft MOS Core Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Core Exam.

Course Fee: \$259 +GST Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Customize Excel options and views
- Create and manipulate tables
- Filter and sort data
- Apply formulas
- Use the correct syntax to insert functions
- Create and format cells and ranges
- Order and group cells and ranges
- Apply cell ranges and references in formulas and functions
- Summarize data with functions
- Apply conditional logic in functions
- Format and modify text with functions
- Create and format charts and objects

Course Prerequisites

The course assumes that students have completed the Microsoft Office Basics course or have equivalent knowledge.

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