Discovering Excel Course

This is a Beginner / Intermediate course. Learn about Microsoft Excel and how it applies to business reporting. Discovering Excel will teach you how to develop spreadsheets, use formulas and formatting as well as how to create charts and navigate throughout Microsoft Excel. Gain a comprehensive knowledge of how Excel can work for you.

Entrance Requirements

Learners need to meet the following prerequisites before attending this course:

1. Understands the basics of using a Windows-based computer.
2. Comfortable using the keyboard, mouse, and Start menu.

If a learner is not yet competent in the required prerequisites then he/she must first complete the relevant courses before enrolling for this course. Should we find a student on one of our courses that do not meet the prerequisites they will be asked to leave, and the course fee will be forfeited.

Duration

This is a one-day (7.5 hour) course.

Target Learners

Delegates who never used Excel before and those with basic Excel knowledge would benefit from attending this Course.

Assessments

The assessment forms part of the course and has to be written within 60 days from the commencement date of your classroom training or self-study course. To make it easier for you, all the Excel assessments are now ONLINE. This means that you can write the assessment in your own time and in the comfort of your own home (as long as you have a computer with internet access).

Once you have completed an Excel training course, we would therefore encourage you to take the Excel competency assessment. Assessments are offered only in English and in an online environment.

The Sage Training Department will issue an Electronic Certificate of Competence to delegates who successfully achieve a minimum result of 80% for the assessment associated with this course.

Course Outline

The course includes the following content:

- What is Microsoft Excel
- Working with Formulae
- Formatting and Editing Worksheets
- Using Functions
- Formula Auditing
- File Formats and Columns and Rows
- Creating Multiple Views
- Printing and Page Setup
- Charts