

# ComSkills Training Service

## Basic & Intermediate Excel for Professional



### Course Description

This Microsoft Excel Beginner, Intermediate course will provide learners with a core understanding of how to effectively operate and use the Excel spreadsheet software at the best level. Whether you need to learn the skills for work, fill the gaps in your CV or simply fancy learning something new, this Excel course is perfect.

Our Excel Expert trainers will show you how to input data, to do simple calculation as well as report & analysis and this will help you master excel and do better in your daily routine. They will guide you through activities that illustrate how to work with excel and simple functions efficiently and easily

**fee:**  
Tshs.200,000/= per Delegate

**Time:**  
10 hrs

### Target Audience

New users who want to put their basic skills into practice.

### Pre-requisites

comfortable working in the Windows® environment

### Training method available

Open enrolment  
Onsite

## Course Detail

### Getting Started with Excel

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data

### PERFORMING CALCULATIONS

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

### MODIFYING A WORKSHEET

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

### FORMATTING A WORKSHEET

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

### WORKING WITH FUNCTIONS

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date & Time Functions
- Work with Text Functions

### WORKING WITH LISTS

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

### ANALYZING DATA

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

### VISUALIZING DATA WITH CHARTS

- Create Charts
- Modify and Format Charts
- Chart Design Options and Tools
- Chart Format Tools
- Combo Charts
- Use Advanced Chart Features

### ANALYZING DATA WITH PIVOTTABLES AND PIVOTCHARTS

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Timelines and Slicers

### PRINTING WORKBOOKS

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

### Security Issues

**Comprehensive Class Exercise  
Course Wrap-up & Discussion**

**Note: For a full and detailed proposal please call or send us email.**