



# Microsoft Excel Training

Soft Skills Training Workshop

INTRODUCTION LEVEL

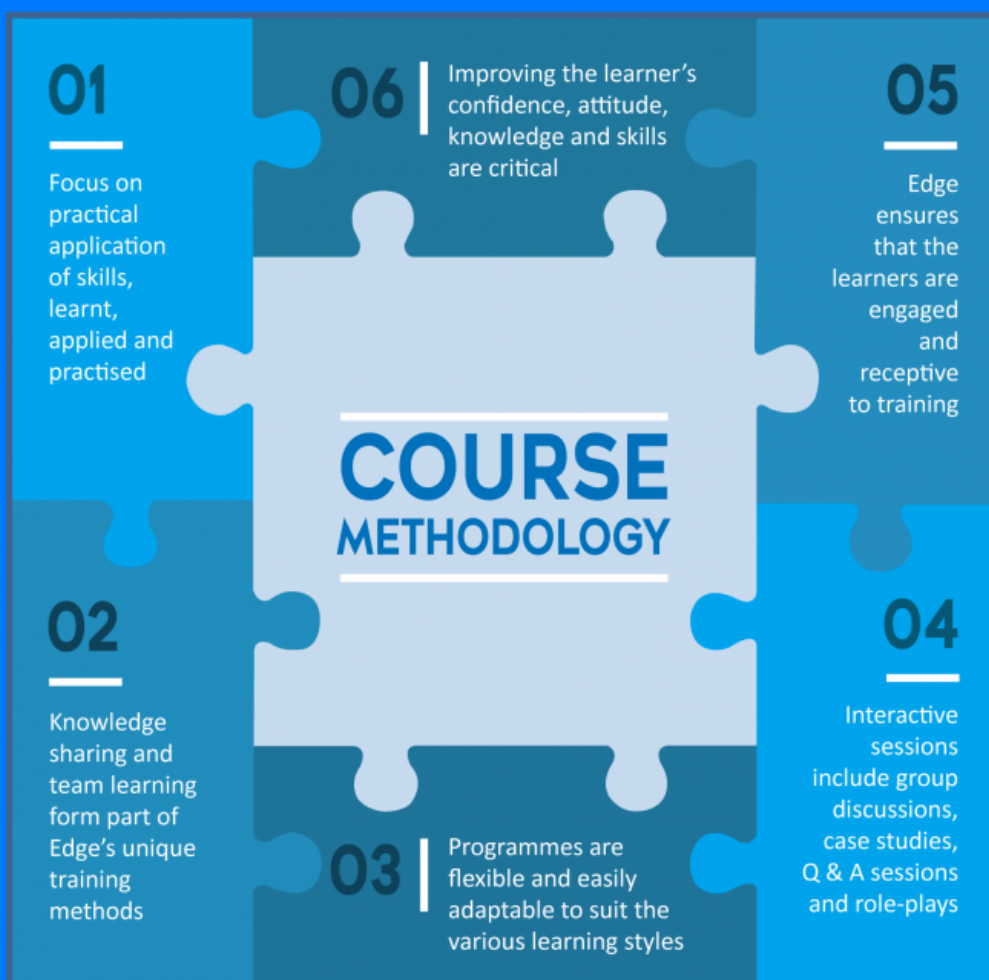
## Workshop Outline

- Chapter One: Getting to know Excel
- Chapter Two: Entering Data in Excel
- Chapter Three: Manipulating Data in Excel
- Chapter Four: Basic Formulas in Excel
- Chapter Five: Editing a Spreadsheet
- Chapter Six: Formatting a Spreadsheet
- Chapter Seven: Special Functions
- Chapter Eight: Printing a Spreadsheet
- Chapter Nine: More Practice
- Chapter Ten: Saving Options

## Objective

The Introduction to Microsoft Excel Training is designed to provide and equip individuals with the ability to use basic formulas, manipulate data, edit spreadsheets and to be able to use the general functions and commands that Excel has to offer. This course is designed for those who have no prior excel knowledge and wish to learn the fundamental skills of Microsoft Excel, therefore in doing this course the individual will be equipping themselves with a greater foundation understanding of Excel and the many more features and properties it possesses.

At the end of this course the individual should be able to perform all fundamental Excel operations easily and be able to create, edit and manipulate Excel Spreadsheets. Upon successful completion of this course the individual will then be eligible to commence with the Microsoft Excel Intermediate Level.



## About Edge Training

With over 22 years of Human Development training experience, Edge Training has a Level 1 BBBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed Learnerships. Most of our Learnerships and Workshops are also offered as online courses.

### Get in Touch

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