

MS Excel 2010 (E-Learning Course)



R 995 Ex VAT



Course time: 311min



License valid for 14 days

About the Course

This hands-on training course has been specifically designed to assist you in simplifying and speeding up the tasks you perform with MS Excel every day. You will discover how to refine and improve the spreadsheets that you work with to get the most out of MS Excel and save loads of time.

This course will show, step-by-step, some practical ways to work with spreadsheets, sort data, insert tables and design macros and much more – all of which will save you time while increasing the quality and usability of the information you are preparing.

Who Should Attend

This course is for anyone who wants to use Microsoft Excel to produce spreadsheets, increase their efficiency and become an expert Excel user.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Excel	If you don't have a lot of experience using Excel, don't worry. This instructional course will walk you through the basics.	20 Minutes
Excel 2010 - Basic	Microsoft Excel. If it were a person it would be the really intelligent guy in the corner at the party. He's logical and mathematical and therefore pretty hard to approach. You feel like he'll judge you for not knowing what he's talking about so you just don't bother. You leave him in the corner and avoid him. Time to change that. We're going to introduce you properly and you'll realise that Excel isn't scary or unapproachable. No really! So we're going to start off nice and easy and show you the basics and dispel those fears you have. Topics covered in this course include: Copy and paste, new tabs, working with formulae & functions and equations.	77 Minutes
Excel 2010 - Intermediate	Microsoft Excel. You know what it's for. Making spreadsheets and tables and stuff so you can keep track of who's turn it is to buy the milk in the office. But you've always had this feeling that there's more functionality than that haven't you? Well you're right. So this course is designed to show you a little more than you already know about Excel. You'll be able to spice up your basic Excel documents in no time and have a clearer idea of the things you can achieve. Topics covered in this course include: Working with formatting, charts graphs & pictures, print & print layout and working with views.	94 Minutes
Excel 2010 - Advanced	MS Excel. Tables graphs and equations – it's a pretty smart piece of software. It can make your life fairly easy if you if you know your way around it. But it's much easier if you're shown how. So if you fancy being an Excel expert – you're in the right place! We'll introduce you to some seriously advanced stuff. In fact – you'll be teaching us in no time. Topics covered in this course include: Sort, filter, outline & grouping, getting to grips with conditional logic, pivot tables and goalseek & data consolidation.	120 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.



ArcSkills



(011) 454 5505



info@arcskills.co.za



www.arcskills.co.za / www.cbmtraining.co.za