MS Excel 2013
(E-Learning Course)

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R 995 Ex VAT	Course time: 380min	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 2013 - Basic	You may have heard of Excel. You may not. It's a great program for entering, calculating, storing and measuring data. Couldn't hurt to learn it then, right? That's what we're here for! We're guessing, since you're reading this, that you've either got, or are getting, Excel 2013. Good! It's great software. But, if you're going to be using it, you'll need to know how. The best way to learn is by trying. But it can't hurt to get some background knowledge either. This course will provide exactly that.	75 Minutes
Excel 2013 - Intermediate	So hey, you know your way around Excel. That's great. But maybe you've never used this version before. Or maybe you'd just like to learn how to do a bit more than the basics. This course can help. Sure, anyone can type data into cells. But there's so much more to Excel 2013 than just that. This course is going to help you get the most out of the software. It'll make your data entry, calculations and representations a breeze. And who doesn't like a breezy work environment?	150 Minutes
Excel 2013 - Advanced	So you think you're pretty hot on Excel, huh? Maybe you are! That's fair enough. Still, Michaelangelo said (or probably didn't) that he was still learning in his eighties. Point is – you can always improve. Excel can be pretty challenging if you don't know what you're doing. Cripes, it can be pretty challenging even if you do. There's a lot more to the software than you might realise, whether you use it occasionally or every day. By taking this course, and learning some new skills, you can be even more productive when using Excel 2013 at work.	135 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.