MS-Excel
Introduction to MS-Excel

Opening Excel

Starting a spread sheet

The various aspects of a spreadsheet

The toolbars in Excel

The views in Excel

Entering formation in to Excel

Editing features of Excel

Using the formula bar

Creating basic formulas

Using cut, copy and paste

Using format painter

Using undo and redo

Inserting rows and columns

Deleting rows and columns

Inserting worksheets

Naming worksheets and cells

Duration: 1 day Pre-Requisite: Introduction to PCs

Intermediate MS-Excel

Creating templates

Using templates

Linking information in Excel

Using hyperlinks in Excel

Using macros

Using the advanced formulas of Excel

Creating charts

Modifying charts

Filtering information

Freezing panes

Managing Excel

Using the drawing features of Excel

Duration: 1 day Pre-Requisite: Introduction to MS-Excel

Advanced MS-Excel

Writing formulas in Excel

Data tables

Pivot tables

Data bases in Excel

Importing of information into Excel

Excel and the web

Creating advanced macros

Creating forms in Excel

Creating styles in Excel

Creating diagrams in Excel

Creating advanced charts

Speech recognition in Excel

Duration: 1 day Pre-Requisite: MS-Excel Intermediate