

EXCE101

Microsoft Excel Beginners

Develop your confidence in navigating your way around Microsoft Excel.

Our EXCE101 program demystifies Excel and provides practical hands-on training in the fundamentals of excel. Seminar participants will be guided to developing a workbook with basic functionality including simple formulas and using data tables to develop graphs. If that sounds daunting, you can be assured that our experienced trainers will work with you to build your confidence and skills in Microsoft Excel.

Seminar Overview

- Open and navigate within workbooks and worksheets.
- Understand and work with ranges in a worksheet.
- Understand, create and work with formulas and functions used to perform calculations.
- Understand and use font formatting techniques to enhance the look of a worksheet.
- Understand and use the number formatting features.
- Filter and sort data on a table.
- Copy and Paste data in Excel.
- Move contents of cells and ranges within and between workbooks.
- Understand and use formula cell referencing.
- Format rows and columns in a worksheet.
- Arrange data in a list in a worksheet.
- Create effective charts

Suggested Participants

This program has been developed to enhance the skills of anyone who is new to working with Microsoft Excel and is looking to develop their skills further.

Duration: 3 hours

Reference Material: Provided
What to Bring: Laptop or PC
with Microsoft Excel Installed
(minimum 2016)

Webinar Cost

\$249 + GST per
person

**SPECIAL
OFFER**

Register for both
EXCE101 – Excel for Beginners
and
EXCE201 – Excel Intermediate
for
\$399 + GST p.p.
save \$99

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0491 709 558
info@carecfo.com.au
www.carecfo.com.au

