

Course Code: VTLOKEBX3**Duration:** 2 Days (14 Hours)**SkillsConnect SDF Approved Course**
 Eligible for: SkillsFuture Credit
 SDF Grant ■ PIC Scheme


Course Brief

Whether you're a novice or an expert wanting to refresh your skillset with Microsoft Excel, this 2-days hands-on basic to intermediate course covers all the basics you need to start entering your data and building organized workbooks. This course teaches you how to create a proper database, enter and organize data, work with multiple worksheets, format the appearance of your data, data referencing, creating formula and basic Excel functions to perform calculations, and applying different types of security. You'll also learn the power of Flash Fill feature implemented only in Excel 2013.

You will learn the usefulness of Excel in applying and deriving mathematical results quickly and easily in many day-to-day calculations for reports to enable you to be more productive at work.

A hands-on based course coupled with exercises to allow you to practice on lessons taught to enforce understanding on Microsoft Excel and experience Excel's automatic updates capabilities replacing the need for manual calculations and the calculator.

Course Outline

GETTING STARTED

- Excel Common File Types
- Starting Microsoft Excel
- Elements of Excel
- Customizing the Quick Access Toolbar
- Moving Around In a Worksheet
- Creating a New Workbook
- Saving a New/Existing Workbook
- Opening/Closing a Workbook

WORKSHEET AND DATA HANDLING

- About Data & Data Types
- The Formula Bar
- Enter Data in Worksheet Cells
- Edit Cell Contents
- Using Undo and Redo
- Selecting Cells
- Insert/Delete Cell, Column and Row
- Paste Special
- Hide/Unhide Column and Row
- Changing Column Width/Row Height
- Locate Specific Cell Content
- Find and Replace
- Clearing Contents & Formats
- Managing Worksheets
- Viewing Data in Worksheet

AUTO FILL DATA

- Using Auto Fill
- Auto Fill Number with Series
- Auto Fill Date/Month with Series
- Custom List
- Using Flash Fill
- Filling Data across Worksheets
- Formatting Data and Cells
- Basic Steps on Formatting Cells
- Conditional Formatting

FORMULAS AND FUNCTIONS

- Types of Operator
- Entering a Formula
- Cell References & Named Range
- Functions
- Creating 3D Formula
- Setting Auto Calculation

WORKING WITH HYPERLINK

- Types of Hyperlink
- Create an Internal/External Hyperlink
- Automatic/Manual Update Of External Link (Cell Referencing)
- Break An External Link
- Remove A Hyperlink (Internal/External)

PREPARING FOR PRINTING

- Previewing A Worksheet
- Workbook Views
- Page Break Preview
- The Page Layout Tab
- Setup Header & Footer
- Changing Sheet Settings
- The Print Stage View
- Print Selection/Active Worksheets/Entire Workbook

COLLABORATION & SECURITY

- Comments
- Security

CHARTS

- Types of Charts
- Insert/Delete a Chart
- Resize/Move the Chart
- Switch Row/Column

This Course Is For

Learners with zero to little knowledge of using Microsoft Excel 2013.

Public Sector - Division 1, 2 & 3
 Private Sector - Applicable to All

Course Fee

S\$330.00 before GST
 S\$353.10 after GST

Related Courses

- Microsoft Excel 2013 Advanced

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.