

**Course Code:** VTLOKMEBX

**Duration:** 2 Days (14 Hours)

**SkillsConnect SDF** Approved Course

 Eligible for: SkillsFuture Credit  
 SDF Grant ▪ PIC Scheme


## Course Brief

This 2-day hands-on foundation building course is designed to equip new and inexperienced users with the needed features in Microsoft Excel 2010 required for most day-to-day work activities. This course covers the concepts of Excel structure, records and data, data referencing, formula construct and calculations and data protection. Everything you need to know to use Excel correctly and safely.

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

- Starting Microsoft Excel
- The Formula Bar
- Customize the Quick Access Toolbar
- Moving About in a Worksheet
- Create a New Workbook
- Save a New Workbook or an Existing Workbook
- Quick Retrieval of Frequently Used Workbooks

### HANDLING DATA

- Data Types
- Enter Data & Edit Cell Contents
- Clear Contents, Formats & Comments
- Locate Specific Cell Content
- Insert Blank Cells, Rows and Columns
- Delete Cells, Columns and Rows
- Change the Column Width
- Move or Copy Cell Data and Paste Special
- Auto Fill & Custom List

### FORMATTING DATA AND CONTENT

- Apply and Modify Cell Formats
- Apply Themes
- Customize & Delete the Theme Colors
- Apply, Modify & Delete Cell Styles
- Create a Custom Cell Style
- Merging Styles from Other Workbooks
- Conditional Formatting

### WORKING WITH REFERENCE & HYPERLINK

- Create a Reference between Cells
- Manual & Automatic Updating of References
- Break a Reference
- Create a Reference between Cells
- Create & Remove Hyperlinks

### MANAGING WORKBOOK

- Set the number of Worksheets in a Workbook
- Select, Insert, Delete & Rename a Worksheet
- Add Colour to a Worksheet Tab
- Hide and Unhide a Worksheet
- Copy and Move a Worksheet
- Fill Data Across Worksheets
- Understand the Different Views in Excel
- Split and Freeze Panes

### USING FORMULAS AND FUNCTIONS

- Set AutoCalculate
- Enter a Formula
- Cell Addressing
- Name, Modify and Delete the Named Cells
- Create 3D Formula
- Insert Functions
- Common Math and Statistical Functions
- Text and DATEDIF Functions
- PMT Function

### WORKING WITH CHARTS

- Create and Modify a Chart
- Chart Layout Tools and Format Tools
- Format a Chart

### PREVIEWING AND PRINTING

- Views and Previews in Printing
- Print Selection, Active Worksheets & Workbook
- Print Settings

### COLLABORATING

- Add, Edit and Delete a Comment
- Hide and Show a Comment
- Protect a Worksheet and Workbook
- Use Tables

## This Course Is For

Learners with zero to little knowledge of using Microsoft Excel 2010

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

- MS Excel 2010 Advanced
- MS Excel 2010 Pivot Table Proficiency

## 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.