

Your First Steps to Excel 2016



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

New to Excel? Looking to pick up this skill but worried it might be too difficult or too much to handle? If the answer is yes then this is the course designed just for you!

Your First Steps to Excel 2016 is like no other Excel courses out there, including our existing Excel Basic to Intermediate courses. Your First Steps to Excel 2016 covers only the necessary features and functions to get you started on Excel. Not as tech savvy as everyone else or require more time to absorb information? This is the course for you. Conducted over a period of 2 days at a slow and relaxed pace, more time for practice is available.

This course promises to equip you with the basic and essential functions of Excel. Having a strong foundation on Excel helps to **enhance your productivity** in handling basic data and calculations at work.

Excel Basic to Intermediate courses are better suited for learners wishing to learn a wider variety of topics or at a quicker pace.

This Course is For

Learners with zero to little knowledge on Microsoft Excel 2016.

Public Sector: Division 1, 2 & 3

Private Sector: Applicable to All

Duration

2 Days (14 hours)

Course Fee (after GST)

\$\$\$310.30

Check the website for up-to-date course details and pricing



Complimentary refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKFSE6 and Course Date. Be sure to inform them that the Training Provider is **Oaks Training***

Course Outline

Excel Interface

- Customize QAT
- Using Help

Working with Workbooks

- Pin Workbook
- Save. Save As, Open, Close, New
- Open Two Workbooks, View Workbooks Side By Side
- Freeze Column/ Row
- Worksheets (Move, Copy, Insert, Delete, Tab Color, Rename)

Working with cells

- Data Entry (Number, Text, Date, Time)
- AutoFill Number
- Flash Fill
- Copy (Range) and Move
- Insert Column, Row, Delete, Hide, Unhide, Move Column or Row

Formatting Cells

- Ribbon, Font, Alignment, Border Formatting Merge, Wrap Text, Number format (Percent, Accounting, Currency)
- Apply Style
- Apply Conditional Formatting
- Format Painter
- Clear Format, Clear Comment
- Insert Comments

Formula

- Arithmetic Operators
- Calculation using number, date, time
- Simple Functions SUM, AVERAGE, MAX, MIN, COUNT, COUNTA, TODAY, NOW
- Absolute Cell (F4 Key)
- Range Name

Page Layout

- Print Layout View
- Print Comment
- Insert Header/Footer
- Insert Page Break / Remove Page Break
- Repeat Row/Column
- Page Orientation, Paper Size
- Print Preview

Course Track

