

EXCEL 1 - ESSENTIALS

Non-Credit Bearing

Simplify tasks, save time, and boost productivity with essential Excel skills

Excel isn't just a spreadsheet tool - it's a game-changer. When you know how to use it properly, it can simplify your work, save you hours of manual effort, and help you organise information like a pro. Whether you're tracking budgets, analysing data, or managing lists, Excel has powerful features waiting to be explored.

This one-day course is your first step towards mastering Excel. You will learn how to confidently navigate the programme, enter and manage data efficiently, use basic formulas, and format worksheets for a polished, professional look.

PRE-REQUISITE

Delegates must have completed:

- Introduction to MS Office with some Excel experience **OR**
 - the equivalent experience working with MS 365 products, albeit at a basic level
 - understanding of how to create, save, copy and move files and folders
 - be familiar with computers
 - numerate to a Grade 9 level

WHO SHOULD ATTEND

This course is perfect for:

- Anyone who wants to use Excel efficiently and confidently
- Professionals who work with data and want to improve productivity
- Beginners looking for a solid foundation before progressing to more advanced skills

HOW YOU WILL BENEFIT

- Learn how to navigate Excel with ease and confidence
- Save time with smart data entry and formatting techniques
- Discover how formulas and functions can automate calculations
- Organise and modify data effortlessly for clearer insights
- Gain the skills to produce professional, print-ready documents

One-day course 08:15am-16:00pm

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TOPIC	WHAT WE WILL COVER
Module 1: Getting Started	<ul style="list-style-type: none"> • Opening and interacting with Microsoft Excel • Columns, rows, cells and ranges • The ribbon/toolbar • The quick access toolbar • The file menu
Module 2: Entering and Editing Data	<ul style="list-style-type: none"> • Entering and editing data • Selecting cells • Autofill and autocomplete
Module 3: Creating Formulas and Inserting Functions	<ul style="list-style-type: none"> • Using formulas in Excel • Inserting functions
Module 4: Formatting Worksheets	<ul style="list-style-type: none"> • The home ribbon • Changing the size of rows or columns
Module 5: Modifying a Worksheet	<ul style="list-style-type: none"> • Moving and copying data • Inserting and deleting ranges
Module 6: Printing Workbooks	<ul style="list-style-type: none"> • Working with print preview • Using page setup • Printing options
BONUS MODULES TIME PERMITTING	WHAT WE WILL COVER
Absolute vs Relative Cell Referencing	<ul style="list-style-type: none"> • Moving and copying formulas • Relative cell references • Absolute cell references