



**B U S I N E S S
EXCELLENCE**
C O N S U L T I N G **Inc.**

Passion for Quality

TRAINING TITLE:

Microsoft Excel Basic Training
(WORK-024)

- MS PowerPoint presentations
- Certificate of Attendance
- Final Exam (70% minimum score required to approve the course)

OVERVIEW:

In this introduction to Microsoft Excel Training Class, participants will create and edit basic worksheets and workbooks. We will use the version of Microsoft Office that our participants use in the office so they gain a better understanding of the software they have at hand. Attendees must bring a laptop computer to this workshop with MS Excel software already installed.

TRAINING DURATION:

7 contact hours



TARGET GROUP FOR THE TRAINING:

This workshop is designed for participants who want to gain the necessary skills to create, edit, format, and print basic MS Excel Worksheets.

BEC is authorized by IACET to offer 0.7 CEUs for this program. FULL attendance to the learning event is mandatory to receive CEUs.

LEARNING OBJECTIVES:

Upon completing this workshop, participants will be able to:

- Create basic worksheets using MS Excel
- Perform calculations in an MS Excel Worksheet
- Modify an MS Excel Worksheet
- Modify the appearance of data within a worksheet
- Manage MS Excel workbooks
- Print the content of an MS Excel worksheet

COURSE INSTRUCTOR:

Joan L. Lopez Egipciano is an experienced Programmer and IT Consultant with a proven track record working in various industries including Pharmaceuticals, Managed Care, Healthcare, and Health Insurance. She has a Bachelor's Degree in Computer Science and over 7 years of experience in IT Consulting and Training. She offers tutoring and workshops in different information technology related areas such as Microsoft Office Program Workshops (Excel, Power Point, Access, Outlook, and Word), Visual Basic, Database Management, Webpage Development, and Introduction to Computers.

MATERIALS:

Each participant will receive:



Title: Microsoft Excel Basic Training

Lunch from 12:00 – 13:00.

Coffee break: 15 min. each during morning and afternoon session. Time schedule are rough estimates and may vary consequently.

Agenda

8:30 – 9:00	Introduction
9:00 – 10:15	Excel Environment <ul style="list-style-type: none"> • Creating a Workbook • Adding, Editing, Copying and Deleting Worksheets • Templates • Printing Worksheets • Tabs and Toolbars
10:15 – 10:30	Break
10:30 – 12:00	Formatting Data <ul style="list-style-type: none"> • Rows and Columns • Formatting Data Types • Sorting and Filtering • Auto totals and auto fill series
12:00 – 13:00	Lunch
13:00 – 15:00	Formatting Data (Cont.) <ul style="list-style-type: none"> • Inserting and deleting rows and columns • Hiding and un-hiding rows and columns • Freezing Panes • Basic Math Operations • Removing duplicates • Find and replace • Format appearance
15:00 – 15:15	Break
15:15 – 17:00	Finalizing Microsoft Excel Worksheets <ul style="list-style-type: none"> • Headers and Footers • Page Orientation • Print Scaling