



Sijison Training

Career and Leadership Development

ADVANCE MICROSOFT EXCEL COURSE

Sijison Training provides personal and professional training worldwide with the knowledge, skills, and tools to achieve performance excellence in a complex and fast moving global economy. We train thousands of clients with new skills and behaviour, to gain more confidence, advance their careers.

Sijison Training service offerings covers a range of courses from Telecoms Industry to Technology, Business and Management Training. We bring opportunities for both individual and corporate organizations to develop career within their staffs. We offer a wide range of unique seminars, workshops, conferences, customized corporate programs, and consultancy services.

Sijison training offer both class room training, on-line instructor led training and Post-Training Consulting Services.

Our Valuable proposition is to conduct the following training:

- Advance Microsoft Excel training
- Online Access to eLearning Platform
- Post Consulting Services



Introduction

Microsoft Excel is a powerful tool essential for managing and presenting data in today's working environment. In this Microsoft Office training course, you gain the knowledge and skills to create and edit worksheets, use formulas and functions, sort and filter detail data visually, and present summary information in a consumable and professional format.

You Will Learn How To

- Summarize data with Excel by incorporating formulas, formatting, and charts and graphs
- Optimize your worksheets using templates, graphs, and formulas
- Design simple to complex formulas by nesting Excel functions
- Import, fine-tune, and share Excel data
- Create, manage, and launch macros

Online Access to eLearning Platform

We will also give all participant access to our online e-learning platform where they can read and download materials, watch training videos, reference material. This is an added value to participants and they will have access 24 hours 7 days for 90 days



1: OFFICE WORKSPACE BASICS

- Basic Window Elements
- Exploring Microsoft Office Backstage
- Working with the Ribbon
- Customizing the Quick Access Toolbar
- Working with Key Tips
- Using the Status Bar
- Getting Help

2: INTRODUCTION TO EXCEL

- What is Excel?
- Getting to Know the Excel Window
- Moving the Cell Selector
- Opening a Workbook
- Navigating a Workbook
- Selecting Cells
- Creating Workbooks
- Saving a Workbook
- Closing a Workbook

3: ENTERING AND EDITING DATA

- Entering Text, Numbers, and Data
- Editing Data
- Using AutoComplete and AutoFill
- Copying Data
- Moving and Clearing Data
- Using Undo and Redo
- Entering Text, Numbers, and Data
- Finding and Replacing Data

4: INTRODUCTION TO FORMULAS AND FUNCTIONS

- What are Formulas and Functions?
- Entering Formulas
- Entering Functions
- Using the Insert Function Tool
- Using AutoSum
- Copying and Moving Formulas

5: WORKING WITH FUNCTIONS

- Using Statistical Functions
- Using Financial Functions
- Testing Conditions with IF
- Using Date and Time Functions
- Using Linked Values in Formulas
- Copying Formula Values
- Controlling Automatic Calculations
- Describe SNMP v2 and v3

6: FORMATTING DATA

- Introduction to Formatting
- Applying Number Formats
- Applying Font Formats
- Changing Cell Alignment
- Applying Cell Styles
- Copying Formats
- Clearing Formats
- Finding and Replacing Formats

7: FORMATTING WORKSHEETS

- Inserting and Deleting Rows and Columns
- Inserting and Deleting Cells
- Adjusting Column and Row Sizes
- Hiding Worksheet Components
- Inserting and Deleting Worksheets
- Copying and Moving Worksheets
- Customizing Sheet Tabs
- Adding a Worksheet Background

8: MANAGING WORKBOOKS

- Arranging Multiple Workbooks
- Adding Hyperlinks
- Working with Comments
- Saving Workbooks in Different Formats
- Saving a Workbook as a Web Pages
- Creating Folders
- E-Mailing a Workbook

Post Training Consulting Services

Sijison Training offer its client post training consulting services for up to one month after the training. This will allows participant to schedule a time to ask questions or get clarification on the any part of the training that is not clear to him or her while doing personal post training study.