



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2010 Microsoft Excel Essential Course

This comprehensive course covers the fundamental features of Excel 2010, which has been superseded by a newer version, 2013, as well exposing the delegate to some of the functions in Excel 2010. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Excel 2010 skills to create basic spread sheets and formulae.

This course will prepare the delegate for more advanced Excel 2010 courses. The delegate receives an Excel 2010 manual and an electronic attendance certificate on completion of the Excel Essentials 2010 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

Introduction to spreadsheets	Creating a new workbook
Starting excel in win 8	Entering information
The excel screen	Auto complete & auto fill
Navigating within a worksheet	Pick from drop-down list Auto fill options
Workbook views	Save as new name/workbook
Working with help	Editing and deleting data
Working with excel	Working with blocks
Working with the office clipboard	Adjusting column width
Entering information into excel	Adjusting row height

TOC Continue...

Formulas and functions	Changing the print area
The sum function	Setting/removing page breaks
The auto sum feature	Applying a graphics background
Working with common functions	Defining print titles
Changing fonts & point size	Scaling the document
Cell borders and colors	Sheet options
Customizing cell formats	Accessing the page setup dialog box
Aligning cell data	Customizing headers/footers
Indenting text	Sheet printout options
Rotating text	Printing your worksheet
Wrapping text within a cell	Closing a document
Formatting numbers	Formatting cells
Inserting and deleting a row/column	Applying attributes
Using cell styles	Applying design
Using the format painter	Moving the chart
Creating a chart	Selecting chart objects
chart objects	Sizing the chart
Accessing other functions	Editing the chart
Working with insert (built-in) functions	Printing the chart
Formulas and mathematical rules	Applying text attributes to chart objects
Creating a custom formula	Changing the font of chart objects
Spell checking the worksheet	Changing font size
Saving your workbook	Changing the font color
Previewing a workbook before printing	Applying numeric formats to
Modifying the page setup	Glossary of short cut keys
Changing margins	

OFFSITE, OUR VENUE, prices from R 2195 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports.

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives

Excel Automation

([Excel Automation](#))

MS PROJECT

Get fast reports!

Master MS Project for quick info and outcomes

([MS Project](#))

KEYBOARDING

Save time!

Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.

Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat

Direct 083 778 4903

Email: sales@collegeafricagroup.com

Click to Join our [Loyalty](#)

Call Centre: 0861 114 679
(Office Hours)

Website: www.collegeafricagroup.com
CAG [Newsletter](#)



Committed to skills development in the Media, Advertising and ICT sector

Accreditation no: ACC/2011/07/066