

Microsoft Excel Foundation



Training Outline

Efficient

Candidates are tested and redirected throughout the training

Flexible

We adapt our training to the need of your company

Measurable

A certificate is issued at the end of each training course

Reliable

We only use certified trainers

Excel Foundation is dedicated to individuals with no or little knowledge of Excel.

Introduction to Excel

- Basic commands
- Cell, worksheet, workbook
- Excel referencing system
- Selection techniques
- Copy, paste & fill techniques
- Insert, modify, delete
- Find & Replace

Formatting on Excel

- Font, background, color
- Number formatting
- Data style & orientation
- Merge, wrap & center across
- Border formatting
- Freeze column and Row

Formulas on Excel

- Creating a formula
- Copying formulas
- Relative & absolute referencing

Functions on Excel

- Introduction to functions
- Common functions (sum, min...)
- Conditional functions

Charts on Excel

- Basic charts
- Selecting and modifying data
- Chart labels & series
- Chart formatting
- Advanced charts

Printing on Excel

- Formatting & printing options
- Margins, header, footer, scale

Customize Excel

- Excel options

Conclusion of Excel Foundation

- Test
- Graduation

IXCEL CONSULTING

Unit 2302, 23/F, New World Tower 1
18 Queen's Road Central, Hong Kong

PHONE

+852 3588 1704
+853 6349 3536

WEB

www.iExcelConsulting.com