MICROSOFT EXCEL

A comprehensive training program designed to teach users the fundamental skills and techniques needed to effectively utilize Microsoft Excel, a powerful spreadsheet software. The training covers a wide range of topics, from basic spreadsheet navigation to more advanced functions and formulas.

Each lesson typically includes a combination of theory, hands-on exercises, and real-life examples to reinforce learning and practical application of Excel skills.

We offer Basic/Intermediary & Advance Level. This overview includes a breakdown of topics covered:

Topic 1: Introduction to Excel and Spreadsheet Basics

Topic 2: Formulas and Functions

Topic 3: Working with Data

Topic 4: Charts and Graphs

Topic 5: Working with Formulas and Functions

Topic 6: Data Analysis with PivotTables

Topic 7: Advanced Data Analysis Techniques

Topic 8: Collaboration and Data Protection

Topic 9: Automation and Customization

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