MS **EXCEL**

WE ARE COMMITTED TO PROVIDE
100% QUALITY TRAINING TO ALL...

COURSE OVERVIEW

MS Excel course will help the students to enter and organise data, perform calculations with functions, work with multiple worksheets, format the appearance of your data and cells, building charts etc. This course will enhance the student's ability to analyse large amounts of data with powerful filtering, sorting and searching tools like pivot table HLookup and VLookup. Microsoft Excel's graphing capabilities also allows the student's to summarise and structure the data easily.

Entry Requirement	:	**Basic Computer Knowledge**
Course Duration	:	**15 hrs.**
Mode of Training	:	**Face to face Instructor led Training**

COURSE CONTENT

Module 1
Introduction to excel

Introduction to Excel interface
Understanding rows and columns
Adding and deleting new worksheet
Working with excel workbook and sheets
Understanding cell referencing
Introduction to Excel interface
Understanding rows and columns
Adding and deleting new worksheet
Working with excel workbook and sheets
Understanding cell referencing

Module 2
Formatting excel work book

New, Open, Close, Save, Save As
Formatting Text: Font Size, Font Style,
Font Color, Use the Bold, Italic & Underline,
Wrap text, Merge and Centre
Currency, Accounting and other formats
Modifying Columns, Rows & Cells.

Module 3
Perform Calculations with Functions

Creating Simple Formulas
Setting up your own formula
Calculations between worksheets
Mathematical Functions
Statistical Functions
Date and Time Functions
Logical IF Function
Logical functions with multiple conditions
Lookup Functions (V-Lookup and H-Lookup)
Using range names in formulas
Conditional summary function
Countif, Sumif, Averageif functions

Module 4
Cell referencing

Relative cell referencing
Absolute Cell referencing
Using Cell references in formulas
Doing quick calculations with Cell referencing
Mixed cell referencing

Module 5
Sort and filter data with excel

Sort and filtering data
Using number filter, Text filter
Custom sort and filtering
Removing filters from columns
Using Conditional formatting
Modifying and deleting rules
Creating custom rules

Module 6
Create Effective Charts

Inserting Column, Pie chart etc.
Create an effective chart with Chart Tool
Design, Format, and Layout options
Adding chart title, Changing layouts
Chart styles, Editing chart data range
Editing data series, Changing chart types
Moving chart to a new worksheet
Preparing combination chart
Visualizing data with spark lines
Editing and modifying sparklines

Module 7
Protecting & sharing work books

Protecting a workbook with a password
Allow user to edit ranges
Tracking the changes
Accepting and rejecting changes
Working with Comments
Editing and deleting comments

Module 8
Analyze data using pivottables

Understand PivotTables
Understanding Row and columns
Understanding pivot table field list
Creating new field items
Create Pivot Chart from pivot Table
Creating Calculated fields
Editing Calculated field
Filtering pivot tables with slicers
Moving pivot table and updating data

Module 9
Use macros to automate tasks

Creating and Recording Macros
Assigning Macros to the work sheets
Saving Macro enabled workbook
Editing and deleting macros
Assigning macro to a button

Module 10
Proofing and printing

Page setup, Setting print area, Print titles
Editing print area, add to print area
Inserting custom Header and Footer
Inserting objects in the header and footer
Page Setup, Setting margins, Print Preview
Changing worksheet views

FUNDING AVAILABLE

SkillsFuture Credit

The Singapore Government provides SkillsFuture Credits to all Singaporeans self sponsored (above 25 years) to enhance their knowledge and skills by attending training programs in Singapore.

The Skills Development Fund (SDF)

The Skills Development Fund support is used to support workforce upgrading programmes and to provide training grants to companies when they send their employees to attend training. The SDF is administrated by the SkillsFuture Singapore Agency (SSG).

STUDENT'S TESTIMONIAL

MS Office

"I will encourage everyone to come for the Ms Office Basic course as the lessons are relevant to work. Teachers are willing to teach until I understood my work".

Odin Marine (Singapore) Pte Ltd, Admin Assistant

MS Word

"Next time I want to do another computer course I will definitely consider G-Tec".

Homemaker, Singapore

C#.NET Programming

"G-TEC provides a good trainer qualified. It was a good learning experience in G-TEC for C#.net".

Software Test Engineer
Emerson Process Management

Ms Excel Advanced

Ms Excel Advanced: The course content was spot on great coverage of topics. The trainer had a great delivery style, is approachable, considerate and sensitive. The course materials are easy to follow and refer back to. Thank You so Much!

Finance Manager

COMPANY PROFILE

What We do:	G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.
Who are our Customers:	We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 900000 students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.
Where we are :	G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka, Iran, Malaysia, Saudi Arabia, Bahrain and Ghana.
Our Goal and Focus :	Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

OUR POPULAR COURSES

Office Skills	**Programming**	**Multimedia**
MS Excel	Java - Java EE	Interior Design
Excel Advanced	.NET (C# & Asp)	Autocad
MS Powerpoint	C++	Web designing
MS Access	Python	Digital Architect

OUR SERVICE OFFERING

▶ Software Training

▶ Onsite Training

▶ Customised Corporate Training

▶ Knowledge Consulting

▶ Online Training

▶ Project Training

OUR LOCATION

Plaza Singapura

MRT MRT MRT
NE6 / NS24 / CC1 DHOBY GHAUT MRT STATION (EXIT A)

Oldham Lane

ORCHARD ROAD

BUS STOP

MacDonald House

Handy Road

The Cathay

School of the Arts (SOTA)

Kirk Terrace

Pomo

Parklane Shopping Mall

G-TEC at Peace Centre

BUS STOP (07011)

SELEGIE ROAD

1SOPHIA ROAD

Mount Emily Road

Mackenzie Road

MRT MRT
NE7 / DT12 LITTLE INDIA MRT STATION (EXIT A)

BUKIT TIMAH ROAD

Niven Road

Wilkie Edge

Khalsa Dhrmak Sabha

Station Hostel

Selegie Centre

BRAS BASAH ROAD

Rendezvous Hotel

NTUC Income

Election Department

Prinsep St

Prinsep Link

Sunshine Plaza

MRT MRT
DT21 / CC2 BENCOOLEN MRT STATION (EXIT B)

BENCOOLEN ST

MIDDLE ROAD

Short street

Albert st

Prinsep St

Singapore Pools

ROCHOR CANAL RD

BENCOOLEN ST

Nearest MRT
Dhoby Ghaut-Exit A
Little India-Exit A
Bencoolen-Exit B

Bus Services
64, 65, 131, 139,147, 166, 857

Nearest Bus Stop
Peace Centre: 07011

G-TEC COMPUTER EDUCATION CENTRE

"Registered with Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)"

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