



MS EXCEL COURSE



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Course Overview

MS Excel Course will enable students to manage, analyze, report data in a well-organized and effective manner.

Entry Requirement	: Basic computer knowledge
Course Duration	: 15 hrs.
Mode of Training	: Face to face Instructor led Training
Materials	: Course books will be provided to each participant

Course Content

Module 1: Introduction to Excel:

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

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
- Date and Time Functions, Financial Functions
- Logical Functions
- Lookup(V-Lookup and H-Lookup) and Reference Functions
- Mathematical Functions
- Statistical Functions, Text Functions.
- Working with Templates

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Module 4: Managing Tables

- Creating Tables
- Naming the Table
- Changing the Table Style
- Creating a Total Row
- Creating a calculated column
- Using Filtering in Table
- Removing the Duplicate Record

Module 5: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

Module 6: Create Effective Charts to Present Data Visually

- 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
- Saving chart as template
- Summarizing data using spark line

Module 7: Analyze Data Using PivotTables and Pivot Charts

- Understand PivotTables
- Create a PivotTable Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table
- Inserting slicer
- Creating Calculated fields

Module 8: Protecting and Sharing the work book

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and PowerPoint Presentation

Module 9: Use Macros to Automate Tasks

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook.

Module 10: Proofing and Printing

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options
- Remove the appropriate check marks to disable any unwanted features

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

MOS Excel core- "The instructor is **friendly and approachable**. The course is taught in a detailed and structured way"

Assistant Engineer, Singapore

Java/J2EE Programming Course- "This is the **best institution I found in Singapore**. Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".

Comdo 2000 Pte Ltd, Software Engineer

Java/J2EE Programming Course- "The Java/J2ee course material was well presented and very helpful for my work. I really got a great amount out of it. The one to one **training was excellent. It met all my expectations**. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! "

Sylvia Lawrence , IBM , IT Professional.

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

Emerson Process Management, Software Test Engineer.

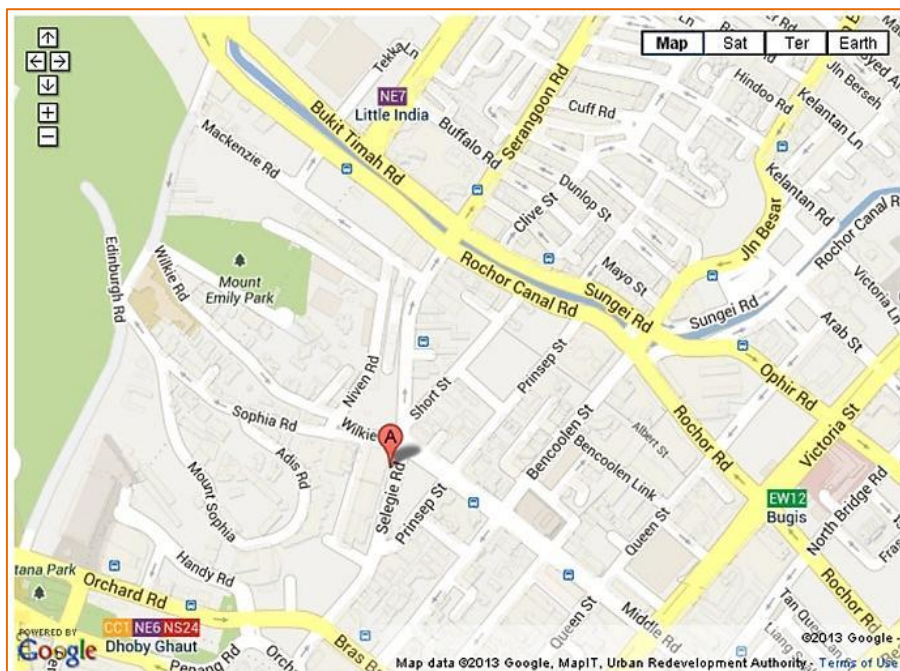
Our Clients

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital, Gemalto, Thales, Housing Development Board, Philips , Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI

Company Profile

<p>What We do :</p>	<p>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.</p>
<p>Who are our Customers :</p>	<p>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.</p>
<p>Where we are :</p>	<p>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 and Iran.</p>
<p>Our Goal and Focus :</p>	<p>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 and every 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.</p>

Our Location



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