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OF **YOU**



EXCEL TRAINING LEVEL 1

COURSE DETAILS

Course title: Excel Training (level 1)
Date: 25, 27th Aug, 1 & 3 Sept 2020
Time: 6:00 PM - 9:00 PM
Class Format: Instructor led classrom

DESCRIPTION

Microsoft Excel is a powerful tool you can use to create and format spreadsheets, analyze and share information to make more informed decisions. Demonstrating any level of skills in this program is quite beneficial because Excel proficiency is high demanding by employers.

COURSE OUTLINE

1. Excel basics
2. Working with data
3. Editing a worksheet
4. Formulas and functions
5. Formatting a worksheet
6. Page setup and printing
7. Modifying workbooks

WHO SHOULD ATTEND

Those who wants a hands-on guide to turn excel into a strength and also wants to develop their statistical and analytical skills to succeed in their career

TESTIMONIAL

On daily basis we work with Excel and this course has equiped us with the knowledge to use it **efic-
cient**. The instructor explained the **content very
clear**. I'm **satisfied** and would like to continue with the next level.
-Edilene



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