

# EXCE101

## Microsoft Excel Beginners



### Develop your confidence in navigating your way around Microsoft Excel

Our EXCE101 program demystifies Excel and provides practical hands-on training in the fundamentals of Excel. Seminar participants will be guided to developing a workbook with basic functionality, including simple formulas and using data tables to develop graphs. If that sounds daunting, you can be assured that our experienced trainers will work with you to build your confidence and skills in Microsoft Excel

#### Seminar Overview

- Open and navigate within workbooks and worksheets
- Understand and work with ranges in a worksheet
- Understand, create, and work with formulas and functions used to perform calculations
- Understand and use font formatting techniques to enhance the look of a worksheet
- Understand and use the number formatting features
- Filter and sort data on a table
- Copy and Paste data in Excel
- Move contents of cells and ranges within and between workbooks
- Understand and use formula cell referencing
- Format rows and columns in a worksheet
- Arrange data in a list in a worksheet
- Create effective charts

#### Suggested Participants

This program has been developed to enhance the skills of anyone who is new to working with Microsoft Excel and is looking to develop their skills further.

**Duration: 3 hours**

**Reference Material: Provided**

**What to Bring: Laptop or PC with Microsoft Excel Installed\***

\*Presenter uses 2019 version. If you are using an older version the functionality may not be available during the session

#### Webinar Cost

**\$299** + GST per participant

**SPECIAL OFFER**

Register for both  
EXCE101 – Excel for Beginners  
and  
EXCE201 – Excel Intermediate  
for  
**\$458** + GST p.p.  
save \$100

Visit our website for upcoming seminars or to book an in-house session

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