MASTERING

MICROSOFT EXCEL

DBM 104 [100% PRACTICAL MS EXCEL PRO TRAINING]

Microsoft Excel is one of the most used Math software packages in the world. It is an extremely powerful tool and easy to use once the user knows how to perform the many functions available. Our Excel training program will arm you with the knowledge of how to use Excel more effectively and efficiently and ultimately help you make smarter decisions.

BRIEF PROGRAM OVERVIEW

Microsoft Excel is one of the most used Math software packages in the world. It is an extremely powerful tool and easy to use once the user knows how to perform the many functions available. This training program will teach you how to use Excel 2013 through practical session. Every session teaches you the core functionality of Excel with real-world example spreadsheets, formulas, and charts.

First, you'll get an overview of excel and a tour of the user interface. Next, you'll master entering data, performing calculations, formulas, formatting cells, charts, filtering data, and much more!

This advanced Excel training course is perfect for beginners and for intermediate users who want to better understand and make the most of Excel's many features and functions. It's also a great supplemental class for advanced users interested in learning additional Excel tips and shortcuts.

WHO SHOULD ATTEND?

This program is intended for anyone interested in using Microsoft Excel like a pro. It is recommended for Accountants, Financial Analysis, Business Managers, Entrepreneurs and young University Graduates. It's a must for every organization that takes data flow management serious.

DURATION: WEEKDAY CLASS: 3 DAYS

TRAINING PACK

+ Award of Certificate of Proficiency.
+ Professional Training Manual
+ 30days On- going mentorship guide.
+ Training materials

REGISTRATION PROCEDURE

1. Pay the registration fee on or before registration deadline date(at least a week before class commencement date)
2. Send your name, phone number, email address, training location, amount paid to info@successdrives.net or SMS to 09167678828
3. Visit www.successdrives.net click on register now tab and complete Registration Form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before the tuition deadline
6. Commence your training at SuccessDrives Training Facility
7.

ACCOUNT DETAILS

Bank: FCMB **Account Name:** Success Drives Global Consult Ltd **Account Number:** 246 809 3010

	COURSE CONTENT:
Navigating the Excel Working Window	- Understand the critical difference between workbooks and worksheets - Create, name, open and close a brand-new workbook - Find out how shortcut menus save you time once you know how to use them - Navigate your way around Excel many toolbars and panels: they'll make your Excel projects shine! - Decipher the Status Bar - Discover scrolling secrets for moving around your worksheet and accessing cells that are out of view - Master shortcuts that save you time, effort and unnecessary mouse clicks - Learn how to freeze/unfreeze columns or rows — great for keeping track of document information as you move around your worksheet - Know how to hide/unhide columns and rows (important if you're working with sensitive or confidential material you don't want others to be able to access)
Getting help when you need it	- Refer to the Office Assistant, Index and Office on the Web — other help sources to make life easier - Ask the Excel Answer Wizard for help — talk to the Wizard in plain English, not "computerese!" - Consult Microsoft Excel Table of Help Topics — it's packed with information, just waiting for your questions!
Creating a new workbook and formatting your worksheets	- Learn to name, rearrange, insert and delete worksheets within a workbook - Copy worksheets and move them from one place to another - Create and edit column and row headings - Enter and edit worksheet data - Let Auto Format help you select the tables for displaying your data most effectively - Adjust rows and columns - Apply borders, shading, fill colors and font colors to add interest and impact to your worksheets - Make quick work of boring, repetitive tasks with the Auto Fill command - Use the Office Clipboard, Paste Special, Fills and more to cut, copy and paste your data exactly where you want it - Dress up your worksheets, reports and financial with lively, attention-grabbing details like clip art, imported graphics, drawing tools and much more! - Use borders, shading, bold, underline and other graphic elements to make your work stand out - Learn how to effortlessly integrate Excel with PowerPoint, Word and Access - Simplify your everyday tasks by creating macros to automate your worksheets

Customizing Excel to work with you	• General Setup — Create your own toolbars and menus to reflect the commands and tools you use most frequently • Page Setup — Design your worksheets with the margins, headers, footers, rows and columns exactly the way you want them to appear • Let Auto Correct catch and correct the mistakes you make most often! • Learn to insert hyperlinks • Convert worksheet data into HTML documents
Working with cells	• Learn how to select the right cell format for the right cell data • Understand the difference between typing a date in a general cell and typing a date in a date/time cell • Add comments to cells — Excel marks them so you can easily access your comments later • Use the Format Painter to quickly and effortlessly format entire cell blocks, with just a keystroke or mouse click! • Highlight specific cells with Conditional Formatting
Using formulas and references	• Auto Sum — Get vertical and horizontal grand totals with one click of the mouse • Simple Cell References — Make one cell of the sheet refer to information in another location • Formula Language — Learn what it really means • Relative, mixed and absolute references — Discover the differences between cell references and formulas and learn how and when to use each one • Formula symbols and functions — Demystify the gibberish: when you see a formula, you'll know exactly what it means! • The Paste Function (Expression Builder) — Build formulas like a professional, even if you're just getting started • Use Excel database features to create lists, use forms, filter records and sort all types of data and information
Mastering charts	• Use the Chart Wizard to format your chart • Learn quick, easy ways to move, resize and edit your chart • Choose the chart type that best displays your information — Pie? Area? Bar? You decide! • Embed and link charts and data • Modify your chart through the Chart Options dialog box
Presenting the finished project	Protection options • Password — Learn when password protection isn't enough • Sheet Protect — Find out how to keep one sheet in the work secure while permitting the other sheets to be accessed and edited by other users • Workbook Protect — Secure the entire workbook instead of just one sheet

	• Lock Cells — Use cell locking to leave the sheet open for changes, but secure the formulas or a portion of the sheet
	Web options
	• HTML — Apply HTML features to produce a Web-ready spreadsheet
	• XML — Use XML features for Web readiness as well as swapping files between programs
	• Email — Implement Microsoft's Send To options, and emailing is just a click away
	Print options
	• Print Areas — Set Print Areas correctly and print your spreadsheets the way you want them to look, without missing parts or information
	• Print Range — Make sure all of the pages in the workbook print by learning more about the print range settings
	• Grid lines — To print or not to print? Learn why you may or may not want to see the grid lines and how to adjust the settings
	• Cell Comments — Whether you are leaving yourself a note or leaving one for someone else, you'll find cell comments are the perfect tool
Discover the new, enhanced features of Excel 2010	• An introduction to the Ribbon — Excel revolutionary new command center that makes most menus and toolbars obsolete
	• How to use Formula Auto Complete to make it even easier to create formulas
	• Total Row Options: a simpler approach to utilizing total rows
	• An overview of the Cell Styles Gallery and its assortment of ready-made cell styles
	• Excel new gallery of table styles
	• Conditional Formatting — a feature that lets you apply different Data Bars, Color Scales and Icon Sets to your cell selections with just a click
	• How to customize the Quick Access Toolbar to streamline your most common tasks
	• A look into the future with Live Preview, a way to preview changes to your worksheet before applying them