



IT185-O: Microsoft Excel

Training Description:

This training course provides a foundation in essential Microsoft Excel skills. Participants will learn how to navigate the Excel interface, enter and format data, create basic formulas and functions, use charts and graphs to visualize data, and manage worksheets effectively.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the Excel interface and navigate workbooks and worksheets
- ✓ Enter and format data effectively using various data types and formatting tools
- ✓ Create basic formulas and functions to perform calculations and manipulate data
- ✓ Utilize charts and graphs to visually represent data for better understanding
- ✓ Apply formatting techniques to enhance worksheet presentation
- ✓ Manage worksheets by inserting, deleting, copying, and moving rows and columns
- ✓ Utilize basic filtering and sorting techniques to organize data

Training Designed for:

This course is intended for Individuals with little to no prior experience with Microsoft Excel, Professionals who need to improve their data entry, formatting, and analysis skills and Anyone who wants to learn the fundamentals of Excel for personal or professional use.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request." **Each participant should bring their own laptop with MS Office installed.**

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

THREE DAYS:

❖ Excel Basics and Data Entry

- Introduction to Microsoft Excel: Interface overview, file types, and navigation.
- Entering and Formatting Data: Working with different data types (text, numbers, dates, etc.), formatting tools (fonts, borders, alignment).
- Saving and Managing Workbooks: Saving files in different formats, creating new workbooks, and opening existing ones.
- Hands-on Exercises: Participants will practice entering and formatting data in Excel worksheets.

❖ Working with Formulas and Functions

- Introduction to Formulas and Functions: Understanding the concept of formulas, cell references, and relative vs. absolute references.

- Basic Math and Logical Functions: Using functions like SUM, AVERAGE, COUNTIF, VLOOKUP, and IF to perform calculations and make data-driven decisions.
- Building Simple Formulas: Practice exercises on creating formulas to perform basic calculations on data.
- Hands-on Exercises: Participants will work on applying different formulas and functions to solve practical problems.
- ❖ **Data Visualization with Charts and Graphs**
 - Charting Basics: Choosing the right chart type for data representation (bar charts, pie charts, line charts, etc.).
 - Chart Customization: Formatting chart elements (titles, labels, legends), changing chart styles and colors.
 - Creating Charts from Data: Learn how to create different types of charts directly from data in worksheets.
 - Hands-on Exercises: Participants will practice creating and customizing various charts to represent their data effectively.
- ❖ **Worksheet Formatting and Management**
 - Formatting Techniques: Applying cell styles, conditional formatting, and data validation for clarity and efficiency.
 - Working with Rows and Columns: Inserting, deleting, copying, and moving rows and columns to organize worksheets.
 - Page Layout and Printing: Setting page margins, headers, and footers for professional-looking printouts.
 - Hands-on Exercises: Participants will format worksheets for better readability and practice managing rows and columns for efficient data organization.
- ❖ **Introduction to Sorting, Filtering, and Data Analysis**
 - Sorting and Filtering Data: Organizing data by applying ascending/descending order or filtering based on specific criteria.
 - Basic Data Analysis Tools: Explore features like SUMMARIZE and CHART TO TABLE for data analysis.
 - Working with Templates: Utilize pre-built Excel templates to streamline common data analysis tasks.
 - Course Review: Recap of key concepts learned throughout the training
 - Hands-on Exercises: Participants will practice sorting, filtering data, and using basic analysis tools
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

USD\$ - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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