

Microsoft Office Excel 2019/2021 – Part 1

COURSE OVERVIEW

Organizations rely on data to make informed decisions, but with growing data volumes, it's becoming harder to manage. Microsoft Office Excel 2019/2021 helps by organizing, calculating, analyzing, and presenting data more efficiently than traditional methods. This course provides a foundation in Excel skills, setting you on the path to expertise in data manipulation. It also prepares you for the Excel Associate (MO-200) and Excel Expert (MO-201) certifications.

WHO SHOULD ATTEND?

This course is intended for delegates who wish to gain the foundational understanding of Microsoft Office Excel 2019/2021 that is necessary to create and work with electronic spreadsheets.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.
- Get started with Microsoft Office Excel 2019/2021.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Basic Excel features like creating and formatting worksheets.
- Mastering data entry, data formatting, and simple functions.
- Formulas, functions, and cell references.
- Creating and modifying basic charts to visualize data.
- Using tools for basic data analysis, such as sorting and filtering.
- Exploring Excel's interface and essential keyboard shortcuts.
- Preparing for the Excel Associate (MO-200) certification exam.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded