

<b>COURSE TITLE</b>	INTRODUCTION TO ELECTRONIC SPREADSHEET USING MS EXCEL
<b>DURATION</b>	2 DAYS
<b>SPEAKER</b>	ASSOCIATE PROFESSOR DR. RAYNER ALFRED
<b>SYNOPSIS</b>	
<p>This basic Microsoft Excel 2016 training class is designed for students to gain the skills necessary to get started with spreadsheets and do useful work with formulas. The students will be explored to common used formulas and functions, learn to format a worksheet, work with charts and lines, and analyzing data using formulas. Students will also gain the skills necessary to managing workbook data, audit and analyze worksheet data, utilize data tools, collaborate with others, enhancing charts with features, using what-if analysis and create and manage macros.</p>	
<b>COURSE CONTENT</b>	
<b>DAY 1</b>	
Module 1: Getting Started with Excel.	
Module 2: Working With Formulas and Functions.	
Module 3: Formatting A Worksheet.	
Module 4: Working With Charts.	
Module 5: Analyzing Data Using Formulas	
<b>DAY 2</b>	
Module 1: Managing Workbook Data.	
Module 2: Managing Data Using Table.	
Module 3: Analyzing Table Data.	
Module 4: Automating Worksheet Tasks.	
Module 5: Enhancing Charts.	
Module 6: Using What-if Analysis.	
<b>REFERENCES</b>	
<ol style="list-style-type: none"> <li>1. Microsoft Excel 2016 Step by Step (Step by Step (Microsoft)), Curtis Frye D., Microsoft Press, Pap/Psc edition, ISBN-10: 0735698805</li> </ol>	