

## **MICROSOFT EXCEL – DISCOVERING EXCEL**

### **Course Overview:**

In this course you will be taught how to not only develop spreadsheets using formulas and formatting but will be shown how to create charts ensuring you will leave with a comprehensive knowledge of how to make Excel work for you.

### **Target Learners:**

Delegates with Basic Excel knowledge would benefit from attending the Discovery Excel Course.

### **Course Detail:**

- What is Microsoft Excel
- File Formats and Columns and Rows
- Working with Formulae
- Creating Multiple Views
- Formatting and Editing Worksheets
- Printing and Page Setup
- Using Functions
- Charts
- Formula Auditing

### **Course Duration:**

1 day

### **Cost:**

R 2 000.00

Unit 11 – 17 ME Rothman Street – Parow 7500 Tel: +2721 911 3857 E-mail: [yolandi@belterconsultinggroup.co.za](mailto:yolandi@belterconsultinggroup.co.za) Web site: [www.belterconsultinggroup.co.za](http://www.belterconsultinggroup.co.za)

Professional Accountant (SA) – Membership Number – 29210  
Professional Tax Practitioner (SA) PR – 0094525