

# Microsoft Excel – Beginner to Advanced

Employers around the world cite Microsoft Excel as one of the most sought-after skills for any new hire. This learning path helps you become an Excel power user—covering everything from functions and formatting to PivotTables Master the powerful features and functions in Excel, learn how to use Excel's robust built-in formulas.



## **Audience Profile:**

This course is intended for students who wish to gain the understanding of Microsoft Office Excel 365, 2019, 2016, or 2013.

Students and professionals who want to learn Excel skills to create and work with electronic spreadsheets.

## **Prerequisites:**

No Prior Excel Knowledge Required.

Microsoft Excel 2013, 2013, 2019 or Microsoft 365 Excel Loaded on Computer to Follow Along with Instructor Lectures is Recommended

## **Here are the learning paths in this series:**

### **MICROSOFT EXCEL 101**

- 1) Getting Started with Excel 2019
  - Navigate the Excel User Interface
  - Use Excel Commands
  - Create and Save a Basic Workbook
  - Enter Cell Data
  - Use Excel Help
  
- 2) Performing Calculations
  - Create Worksheet Formulas
  - Insert Functions
  - Reuse Formulas and Functions
  
- 3) Modifying a Worksheet
  - Insert, Delete, and Adjust Cells, Columns, and Rows
  - Search for and Replace Data
  - Use Proofing and Research Tools

- 4) Formatting a Worksheet
  - Apply Text Formats
  - Apply Number Formats
  - Align Cell Contents
  - Apply Styles and Themes
  - Apply Basic Conditional Formatting
  - Create and Use Templates
  
- 5) Printing Workbooks
  - Preview and Print a Workbook
  - Set Up the Page Layout
  - Configure Headers and Footers
  
- 6) Managing Workbooks
  - Manage Worksheets
  - Manage Workbook and Worksheet Views
  - Manage Workbook Properties

## **MICROSOFT EXCEL 102**

- 1) Working with Functions
  - Work with Ranges
  - Use Specialized Functions
  - Work with Logical Functions
  - Work with Date & Time Functions
  - Work with Text Functions
  
- 2) Working with Lists
  - Sort Data
  - Filter Data
  - Query Data with Database Functions
  - Outline and Subtotal Data
  
- 3) Analyzing Data
  - Create and Modify Tables
  - Apply Intermediate Conditional Formatting
  - Apply Advanced Conditional Formatting
  
- 4) Visualizing Data with Charts
  - Create Charts
  - Modify and Format Charts
  - Use Advanced Chart Features

- 5) Using PivotTables and Pivot Charts
  - Create a PivotTable
  - Analyze PivotTable Data
  - Present Data with Pivot Charts
  - Filter Data by Using Timelines and Slicers

## **MICROSOFT EXCEL 102**

- 1) Working with Multiple Worksheets and Workbooks
  - Use Links and External References
  - Use 3-D References
  - Consolidate Data
  
- 2) Sharing and Protecting Workbooks
  - Collaborate on a Workbook
  - Protect Worksheets and Workbooks
  
- 3) Automating Workbook Functionality
  - Apply Data Validation
  - Search for Invalid Data and Formulas with Errors
  - Work with Macros
  
- 4) Using Lookup Functions and Formula Auditing
  - Use Lookup Functions
  - Trace Cells
  - Watch and Evaluate Formulas
  
- 5) Forecasting Data
  - Determine Potential Outcomes Using Data Tables
  - Determine Potential Outcomes Using Scenarios
  - Use the Goal Seek Feature
  - Forecast Data Trends
  
- 6) Creating Sparklines and Mapping Data
  - Create Sparklines
  - Map Data

## **COST**

Course Duration	3 days
Training Fees	₹100,000 per participants

## **ABOUT HE-ELEVEN.1 CONSULTING**

He Eleven.1 Consulting is an Information Technology firm with the vision to bring the use of modern technology to enhance productivity for Government, Financial Institutions, Corporate Organizations, and Schools.

Our purpose is to provide customized IT Services and Products that will enable our clients optimize output and assist in the attainment of business goals and objectives.

He-Eleven.1 Consulting has extensive experience in driving value realization from Microsoft's cloud solutions. Our experience with Microsoft 365 including Microsoft Teams, Power BI, SharePoint, Yammer, OneDrive for Business and Exchange will help you build a culture of collaboration that empowers your employees while adhering to the growing security and compliance requirements.

We provide guidance and insights on how our clients can drive employee's adoption and make the best use of Microsoft cloud solutions within organization.

We help organizations to achieve:

- An in-depth look at your existing teamwork tools to help your employees work together more effectively
- Support for your business's security and compliance needs
- Roadmap to transition any remaining on-premises infrastructures to Microsoft 365
- Ensure success by deploying Teams in your existing Microsoft 365 environment, driving user adoption, and instilling best practices to get users onboard and up to speed quickly.

## **ABOUT THE FACILITATOR**

Kayode Adeagbo is a dynamic IT Consultant and trainer with several years of experience helping organizations in their digital transformation journey and individual realize business application training goals.

Within the last 10 years he has been involved in Head of IT in a Bank, IT Infrastructure Project for Lagos State, he is privileged to handle the Design, Procurement and Implementation of the Chapel of Christ the Light Church Project in 2016, a Lagos State sponsored initiative to cater for Entrepreneurs and IT Skill Acquisition, He has also been involved in the Network Infrastructure Project for Smart Class Room for about 6 States in Nigeria which is a Federal Government sponsored initiative to introduce the future of works to pupils in Schools in Nigeria, He has helped several organizations in Email migration and SharePoint implementation Projects

Kayode has a personal drive towards IT knowledge-based initiatives which has led him to train several people in different Software Applications like Graphics Master Class, Office Productivity, Microsoft SQL Server, Power BI, Windows Server Technology, etc.

## OUR CONTACT

**Phone:** 09024243609, 08137492581

**Email:** [info@he-eleven1.com](mailto:info@he-eleven1.com)

**Web:** <https://he-eleven1.com/>

**WhatsApp:** [wa.link/bpy1n5](https://wa.link/bpy1n5)

**Address:** 39A Sura Mogaji Street, Off Coker Road, Ilupeju, Lagos.



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