



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

1 Sophia Road, #02-03, Peace Centre, Singapore -228149

www.gteceducation.com.sg info.sg@gteceducation.com Ph: +65 - 63360244

MS EXCEL

COURSE CONTENT



Introduction to Excel: Understanding rows and columns, Naming Cells, Working with excel work book.

Formatting excel work book: Wrap text, Merge and Centre, Currency, Accounting etc, Modifying Columns, Rows, & Cells.

Printing: Printing Workbook, Page Setup, Print Area, Print Preview.

Perform Calculations with Functions - Creating Simple Formulas, Setting up your own formula, Date and Time Functions, Financial Functions, Logical Functions, Lookup and Reference Functions Mathematical Functions, Statistical Functions, Text Functions.

Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually - Create a Chart with the Chart Wizard, Create an effective chart with Chart Tool such as Design, Format, and Layout.

Analyze Data Using PivotTables and Pivot Charts - Understand PivotTables ,Create a PivotTable Framework Using the PivotTable and PivotChart, Create Pivot Chart from pivot Table.

Protecting and Sharing the work book –Protecting a workbook with a password, Working with Comments, Insert Excel Objects and Charts in Word Document and Power point Presentation.

Use Macros to Automate Tasks.