Microsoft Office Excel

DESCRIPTION:

This training begins with the basic skills to navigate around and use Microsoft Excel and then build from basic to intermediate skills. The Excel exercise files we use enable you to perform basic and then more advanced tools on the same spreadsheet enabling you to evaluate your knowledge as the training progesses.
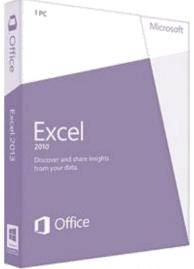
OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- work with data
- perform basic calculations with default functions and formulae
- use data validation and protection tools
- use templates available
- produce charts and present data in pivot tables
- print data correctly
- develop efficiency through the use of excel

OUTLINE:

- Working in and with an excel workbook
- Accessing and using excel templates
- Entering and editing data in a worksheet
- Using data types
- Saving the workbook
- Inserting, deleting and formatting cells
- Working with rows and columns
- Working with multiple worksheets
- Finding, sorting and filtering data
- Building formulas
- Data functions and data validation
- Pivot tables and charts
- Excel solver macros
- Security and privacy features
- Importing data, formatting and modifying charts
- Working in Dhivehi language

TRAINING CODE:
MSEIT15

DURATION:
15 hours

MODE OF DELIVERY
- group discussions
- practical lab sessions
- peer reviewing
- self-assessing exercises

DESIGNED FOR:
This training is designed for all staff who do numeric and data management tasks at work.

- Level 2
- Level 3
- Level 4

CONTACT DEPARTMENT
Information Technology and
   Innovation Department
3307304
yaameen@csc.gov.mv

CONTACT CSTI
Phone: 3303997
WWW: http://csti.gov.mv/
FB: facebook.com/cstimv
Twitter: @CSTImv