

Course Name	<i>MICROSOFT EXCEL (SC)</i>	
Course Overview	This course covers a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. Participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly. Once this essential has been grasped this course shall help participants to get a deeper understanding of the advanced functions and features available, and elevates the participants' to an expert level.	
Course Objective	After completing this course, participants will be able to: <ul style="list-style-type: none"> • Create and develop MS Excel worksheets and workbooks. • Perform calculations and analyze data. • Manage workbooks, formatting and printing. • Perform preventive maintenance and advanced troubleshooting. • Perform common tasks automation. 	
Course Outline	COURSE CONTENT/OUTLINE	
	Topic 1:	SET UP A WORKBOOK
	Topic 2:	WORK WITH DATA AND EXCEL TABLES
	Topic 3:	PERFORM CALCULATIONS ON DATA
	Topic 4:	CHANGE WORKBOOK APPEARANCE
	Topic 5:	WORKING WITH FILTERS
	Topic 6:	MANAGING DATA
	Topic 7:	PIVOT TABLES AND PIVOT CHARTS
	Topic 8:	POWER VIEW AND REPORT VISUALIZATIONS

	Topic 9:	SLICERS AND TIMELINES	
	Topic 10:	BASIC SECURITY	
	Topic 11:	SECURITY FEATURES	
Duration	-		