

BASIC Ms EXCEL

SHORT COURSE

ABOUT CSG SKILLS

CSG Skills, is a proud subsidiary of CSG Holdings Ltd, and has been an active participant and service provider of skills development and training in South Africa since 2001. Our years of expertise in both professional consulting compliance services, as well as the successful roll out of a variety of complex training projects, has qualified us as a supplier of choice.

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TARGET AUDIENCE

Newly Appointed Employees / Interns / Learners

DURATION	CERTIFICATE
1 DAY	ATTENDANCE

MODULE OUTLINE

- Getting Started with Excel
- Understanding OneDrive
- Creating and Opening Workbooks
- Saving and Sharing Workbooks
- Cell Basics
- Modifying Columns, Rows, and Cells
- Formatting Cells
- Understanding Number Formats
- Working with Multiple Worksheets
- Using Find & Replace
- Checking Spelling
- Page Layout and Printing
- Intro to Formulas



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shaped around you.