

## Microsoft Excel (Basic)

### Course Overview

Topics:	8
Learning Hours:	2:00
Contents:	Interactive
Supplements:	None
Type:	Self-Paced

### Course Details:

#### Description:

Microsoft Excel is a must have skill for any professional because of its widespread use in the home, educational institutions as well as corporates.

This is the first course in our series on Microsoft Excel courses. It starts by covering the differences between the previous Excel version and the 2013 version. It covers simple topics such as data inputs, formatting and printing.

It is intended to give you a head start in advanced Excel skills and move you to more advanced topics such as Data Analysis, Financial Modelling & VBA Development in the subsequent (advanced) Excel courses.

#### What You Get:

This self-paced course consist of 8 topics and is available for 30-day period. Self-paced course includes -

- ✓ Courseware by experienced mentor
- ✓ 8 topics via self-paced interactive content
- ✓ 2 Hours of e-Learning

### Course Topics

This course covers the following topics:

1. Introduction
2. What's new in 2013 Version
3. Structure
4. Data Inputs (Part I)
5. Data Inputs (Part II)
6. Working with Cells & Ranges
7. Formatting
8. Printing