KOENIG SOLUTIONS · COURSE OUTLINE

Excel Basics

Learn to manage Excel sheets and apply basic functions, formulas and charts for everyday tasks.

1 Hour
DURATION

5
TOPICS

COURSE OVERVIEW

This course covers managing Excel sheets and applying basic Excel functions and formulas. It also addresses string functions and working with date and time values. The course concludes with creating simple charts.

WHO THIS COURSE IS FOR

- **Office Administrators**
- **Data Entry Clerks**
- **Business Analysts**
- **Administrative Assistants**

LEARNING OBJECTIVES

- Manage and organise Excel sheets
- Apply basic Excel functions and formulas
- Use string functions to manipulate text
- Work with date and time values
- Create simple charts from worksheet data

COURSE SYLLABUS

5 Topics

TOPICS

Managing excel sheet · BASIC Excel functions & formulas · String functions · Date & time · Simple chart

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com