KOENIG SOLUTIONS · COURSE OUTLINE

MS Excel Foundation Customized (Formatting & Printing)

Learn to format, edit and print Excel worksheets while applying formulas, functions and simple visuals.

COURSE OVERVIEW

This course covers formatting and editing worksheets, writing simple formulas, and using Excel functions for day-to-day work. It also addresses working with numbers, dates and text, sorting and filtering data, and applying cell styles. Printing techniques and creating simple visuals are also covered.

WHO THIS COURSE IS FOR

- **Office Administrators**
- **Data Entry Clerks**
- **Finance Assistants**
- **Administrative Staff**
- **Excel Users**

LEARNING OBJECTIVES

- Format and edit worksheets
- Write simple formulas
- Apply useful Excel functions for day-to-day work
- Work with numbers, dates and text
- Sort and filter data
- Apply cell styles
- Explain printing techniques
- Create simple visuals

COURSE SYLLABUS

8 Topics

TOPICS

- Formatting & Editing Worksheet
- Writing Simple Formulas
- Excel Useful Functions for Day-to-Day Work
- Working with Number, Date & Text
- Sorting & Filtering
- Applying Cell Styles
- Printing Techniques
- Creating Simple Visuals

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