



Microsoft Excel

for Mac Training: Beginners to Intermediate

For people who have a basic understanding of the macOS.



Duration: 4-5 hours

Price: R1 550 inc VAT



Overview:

From performing basic calculations and creating charted reports to building automated functions, Excel offers the structure and flexibility to support users at any skill level—enabling you to create clear, efficient workflows that are easy to understand and apply.



Understanding the interface:

- Toolbar, menu-bars and buttons layout
- Functionality of the ribbon
- Setting preferences (tips)
- Using help menus & functions



Files management:

- Creating/saving/opening files
- Setting file properties
- Creating & managing templates
- Working over multiple versions
- Collaborate workbook

Working with cells and cell-data:

- Functions in choosing cells
- Copy & pasting cell data
- Using Autofill
- Inserting symbols and special characters
- Freezing rows and columns
- Sorting & Filtering
- Data Validation
- Working with Conditional formatting
- Grouping cells



=SUM(

Functions & formulas:

- Difference between formulas and functions
- Relative values vs absolute values
- Using formula builder
- Copy & pasting formulas
- Using Vlookup and Hlookup



Working with charts:

- Creating bar & column charts
- Changing chart types and layout
- Managing axes and numbering

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