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for training...

Microsoft Excel 2019 for Mac training Beginners to Intermediate

From doing basic calculations, creating charted reports to building automated functions.
Excel will provide you not only with the proper structure but allow you to easily create and automated workflows which can be understood whether you are on any skill level of the application.

Prerequisite: A basic understanding of the macOS
Duration: 4 Hours
R1550.00 incl. vat

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
- Settingfileproperties
- 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

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 charts types and layout
- Managing axes and numbering

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