

REPORT OF ONLINE COURSE

Course Name -

**Microsoft Excel - Excel
from Beginner to
Advanced**

Course by UDEMY.com



Description of the Course –

Microsoft Excel is a powerful tool essential for managing and presenting data in today's working environment. The course is provided by UDEMY and it is a 17.5 hours course. This course includes detailed explanations and shows how to use Excel Pivot Tables to extract hidden details and facts using raw, real-life data sets in Excel. The quizzes and homework reinforce the lessons and the course layout makes it easy to go back to sections that need revision.

Objectives –

1. Master Microsoft excel from beginner to advanced
2. Build a solid understanding of basics of Microsoft excel
3. Indicate the names and functions of the Excel interface components.
4. Enter and edit data.
5. Format data and cells.
6. Construct formulas, including the use of built-in functions, and relative and absolute references.
7. Create and modify charts.
8. Preview and print worksheets.
9. Use the Excel online Help feature.

Course contents

This course includes -

1. Course Introduction
2. Excel fundamentals
3. Entering and editing text and formulas

4. Working with basic excel functions
5. Modifying an excel worksheet
6. Formatting data in an excel sheet.
7. Inserting shapes and images
8. Creating basic charts in excel
9. Printing an excel worksheet
10. Importing and exporting data
11. Working with larger sets of excel data
12. Excel macros and Macros

Learning methodology

The learning methodology of the course was Video Lectures and Note taking. There were various videos on each topic of the course. The videos were of 5 – 10 minutes each. After each video lecture, a quiz has to be attempted. Notes were also taken during the course. Also, there was some practical work during the course. So, it was like a visual as well as kinesthetics style of learning.

Key learning from the course

The following things were learnt through the course -

1. Visualize, manipulate, and evaluate the data.
2. Solid understanding on the Basics of Microsoft Excel
3. Learnt the most common Excel functions used in the Office

4. Harness the full power of Microsoft Excel by automating your day to day tasks through Macros and VBA
5. Maintain large sets of Excel data in a list or table
6. Table creating abilities
7. Design spreadsheets that better organize data and provide a better picture of the information that is input.

Certificate of Completion

*This is to certify that **Rohan kataria** successfully
completed 17.5 total hours of **Microsoft Excel -
Excel from Beginner to Advanced** online course on
July 23, 2020*

Kyle Pew *Office Newb LLC*
Kyle Pew, Instructor Office Newb LLC, Instructor

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Certificate url: ude.my/UC-d17f16f4-3024-41ce-a5ea-0ef216cf0ec8

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