

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

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MICROSOFT EXCEL FUNDAMENTALS

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MICROSOFT COURSES

Excel Fundamentals

Requirements: Windows 7 or Windows 10 knowledge.

Duration: 1 Day

Time: 08:30 - 16:00

Inclusions: Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

OVERVIEW

This course aims to give the learner a solid foundation in Excel by covering the fundamentals of entering and editing data, formulas, functions and absolute references, formatting, printing and file management. Additional topics include find and replace text, check spelling, and working with worksheets and workbooks.

The course consists of 1 day in-class where we cover the following but is not limited to:

1. Introducing Microsoft Excel

- About Microsoft Excel
- Start Microsoft Excel 2016
- Quit Microsoft Excel 2016
- The Excel 2016 environment

2. Saving, Closing and Opening Workbooks

- Start a new workbook
- Save a new workbook
- Save changes to an existing workbook
- Create a new folder

- Rename an existing folder
- Save an existing workbook with a new name and/or in a new location
- Save an Excel file as a PDF
- Open an existing workbook
- Close a workbook

3. Entering and Editing Data

- Enter text and numbers in a worksheet
- Edit text and numbers in a worksheet
- Find and replace text
- Move and copy data
- Check spelling
- Navigate and select cells and ranges

4. Basic Formulas

- About formulas
- Insert a formula
- Work with operators and order of operations
- Copy formulas using AutoFill
- Copy formulas with Relative and Absolute cell references

5. Using Functions

- About functions
- Ranges as arguments
- Insert simple functions
- Basic functions

6. Formatting a Worksheet

- Format text and numbers
- Work with cell alignment
- Change cell fills & borders
- Copy cell formats
- Insert, delete, hide

7. Working with Workbooks and Worksheets

- Switch between open workbooks
- Insert and delete worksheets
- Move and copy worksheets
- Change the colour of sheet tabs
- Hide and unhide worksheets
- View different parts of a worksheet
- View multiple workbooks or worksheets at the same time

8. Page Setup and Printing

- Print preview a worksheet
- Set up paper size, orientation and margins
- Insert headers and footers
- Set horizontal and vertical print titles
- Adjust page breaks
- Adjust print settings
- Set and clear a print area
- Print your worksheet, workbook or selection