

Excel for Beginners



About Excel for Beginners

Excel for Beginners is a comprehensive introductory course designed to help individuals with little to no prior experience in using Microsoft Excel become proficient in the application. Whether you are a student, professional, or someone looking to enhance your spreadsheet skills, this course will provide you with a solid foundation in Excel's core features and functions. You will learn how to create, format, and analyze data, as well as build basic charts and graphs.

Objectives of the program

By the end of this course, participants should be able to:

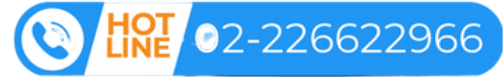
- Navigate the Excel interface with ease.
- Create, save, and manage Excel workbooks and worksheets.
- Enter, edit, and format data effectively.
- Utilize basic Excel functions and formulas.
- Employ data analysis techniques such as sorting, filtering, and tables.
- Create and customize charts and graphs.
- Apply conditional formatting to highlight data trends.
- Work with multiple worksheets and protect workbook content.
- Be prepared for further Excel courses or real-world Excel usage.

Why Chartered Skills?

Chartered Skills is a quality professional skills e-learning platform. We Provide Versatile skill-oriented courses which really touch one's goal. We also ensure freedom for entrepreneurs, the job for job seeker ecstasy for professional people. We are offer membership facilities in a wide range of categories for those who have completed courses from chartered skills and are already professional degree achievers from other institutions. You Can turn yourself into an asset than a liability by achieving skills for yourself, your family, society, and your nation. We are with you to make your journey comfortable.

Teaching Methodology:

- Interactive lectures and demonstrations.
- Hands-on exercises and practice activities.
- Group discussions and Q&A sessions.
- Practical assignments to reinforce learning.
- Final project to apply Excel skills in a real-world scenario.



Assessment:

- Weekly quizzes to test understanding of concepts.
Completion of practical assignments.
- Final project submission.

Prerequisites:

No prior knowledge of Excel is required. Students should have access to a computer with Microsoft Excel installed.

Certification:

Upon successful completion of the course, participants will receive a Certificate of Completion in "Excel for Beginners."

Program Structure

Week 1: Introduction to Excel

Week 2: Basic Excel Functions and Formatting

Week 3: Data Management and Analysis

Week 4: Advanced Excel Features



Merchant: 01321173487



Course Duration: 16 Hours

Total Course Fee: TK 5,000

Scan for Online Admission



Nabil Rahman, Admission Supervisor,
Chartered Skills
Mobile: 01321-173486, 01321-173485
Email: charteredskill@gmail.com
752/2, Begum Rokeya Ave, Mirpur, Dhaka



Preety Sheikh, Admission Executive,
Chartered Skills
Mobile: 01321-173485, 01321-173486
Email: info.charteredskills@gmail.com
752/2, Begum Rokeya Ave, Mirpur, Dhaka