



Gwani Software



TRAINING DEPARTMENT
(Knowledge & Expertise)

MS Excel Curriculum

December 2011

© Gwani Software Ltd, 2011.

All rights reserved.

Disclaimer

- Microsoft Excel is a trademark of Microsoft Corporation,
- And any other trademark used belongs to its rightful owner.

Warning

This document is an exclusive property of Gwani Software Ltd, permission is granted to print and copy this document by trainees, instructors, supervisors and affiliated academies of Gwani Software likewise for non-commercial distribution by anyone.

With the exception of the above permission, no part of this document may be printed, copied, modified or used by anyone without a prior written permission is obtained from Gwani Software. Contravening this provision may lead to legal proceeding in a court of law.

Proposed by

Abubakar Muhammad

faqeer@gwanissoftware.com

Approved for usage by

Al-Ameen Abubakar, Director Training, this 5th day of Muharram, 1433
equivalent to

1/12/2011.

Gwani Software

TRAINING DEPARTMENT

Microsoft Excel

General Description: - This course is intended to give the trainee basic and advanced skills needed to work in a spreadsheet package.

Aims: - The aims of this course are;

1. Introduce the trainee into basics operations in sheet package.
2. Drill the trainee on file management practice in Ms Excel.
3. Drill the trainee on advanced features of MS Excel.
4. Drill the trainee on data entry using MS Excel
5. Drill the trainee on use of charts in MS Excel.

Objectives: - The trainee at the end of the training session should be able to;

- Know what are spreadsheet packages.
- Use file management features of MS Excel.
- Use Goal seek, macro, filters, functions, pivot table and list in MS Excel.
- Perform data Entry job in MS Excel.
- Use MS Excel charts on data.

Target Audience: - This course should be taken by Computer operators data processing Staff, data collectors, financial Officers, Accountants, Statisticians, mathematicians and anyone interested in spreadsheet package.

Pre-requisite: - Computing fundamentals or getting started with Computer & the Internet are standing pre-requisites to this course.

Approximate Duration: - This course requires 21 hours of class sessions with practical.

Method of Assessment: - Trainee is to be assessed with a spreadsheet project covering lessons taught.

Methodology: - The class takes a lesson discusses it, conduct its practical, then moves to the next lesson until all lessons are covered. At a regular interval of time spreadsheet jobs are given to the trainee and is assessed.

Recommended Resource Materials: - The following materials are recommended for further study;

1. University of North Carolina at Pembroke, (2000), '**Excel 2000**', UNCP
2. John Walkenbach, (2003), '**Excel 2003 Bible**', Wiley publishing Inc, Indianapolis.

| Day | Lesson |
|-----|---|
| 1. | Definition and example of spreadsheet packages: Exploring different spreadsheet packages. Booting the computer system, restarting, shutting down, history of MS Excel. |
| 2. | Launching Ms Excel: Exiting MS Excel, opening a workbook, creating new blank workbook, adding and removing worksheet, exploring the toolbars, activating toolbar, hiding toolbar, docking and undocking toolbar. |

| | |
|-----|---|
| 3. | Working in MS Excel: - typing in MS Excel without a formula, using word art, inserting pictures, inserting clipart, scanning image and inserting symbols from character map. |
| 4. | Working in MS Excel Continue: - typing in MS Excel with formula, working with formula, auto sum, column sum formula, row sum formula, summing range, demonstration of formula using the quadratic equation formula. |
| 5. | Font formatting: - Font face, font size, alignment, line spacing, font color, fill color, line color, text wrapping, text shrinking, copying & pasting, cutting and pasting, paste special; pasting value, pasting formula, pasting structure and adding paste, subtracting paste and normal paste. |
| 6. | File management: (a) file open (b) file saving (d) pass wording (e) back up (f) fast saving mode. |
| 7. | Getting started: - columns, rows, cells, range, worksheet, workbook, insertion of rows & columns, insertion of worksheets, type of data that can be entered into a cell; number, formula, and text. How to distinguish between number, formula and text in a cell. Cell formatting, cell adjustment, active cell, how to identify and active cell; boarder thickness, name box, activating a cell. |
| 8. | Data Entry: - typing data, typing formula, linking formula to cells within worksheet, linking formula to cells outside worksheet, inserting functions; logical functions, financial functions, and statistical functions. |
| 9. | Tool bars and some of their basic functions: - menu bar, standard bar and formatting bar. |
| 10. | Goal Seek: - goal seek, targeted goal, set cell, set value, changing |

| | |
|-----|---|
| | parameters, applying goal seek in typed data. |
| 11. | Charts: - inserting charts, chart types, chart sub-types, legend, series, demonstration of how to insert pie and column charts. |
| 12. | Filters: - filters, auto filter, using auto filter for single value, using auto filter for sorting, using auto filter for the best ten, using auto filter on multiple conditions, using advanced filter on one condition on single column, using advanced filter on two conditions on single column, using advanced filter on multiple conditions on two column. |
| 13. | Macro: - importance of macro, recording a macro, playing macro, deleting macro. |
| 14. | Functions: - functions, logical function, statistical functions, financial functions, how to use them in a typed work. |
| 15. | Practical Work: - the trainee should be given exercise covering the lessons treated so far to practice under the supervision of the instructor. |
| 16. | Practical Work continued: - the trainee should round up and submit the exercise to the Instructor. |
| 17. | Advanced Chart:- standard chart types, line charts, xy (scatter) chart, area chart, doughnut chart, radar chart, bubble chart, stock chart, cylinder chart and worked example. |
| 18. | Pivot table:- definition, creating pivot table, specifying the data location, specifying the data, completing the pivot table, pivot table options, working with pivot table. |
| 19. | Review: - Dictionary spelling checker, thesaurus, translation, customizing the dictionary, adding dictionary, spell checking and proof reading. |

| | |
|------------|--|
| 20. | Working with list: - Definition, designing a list, entering data into a list, data form command, using the data form command, filtering a list, using database function with list, sorting a list, subtotals. |
| 21. | Revision. |

GWANI Software