



Excel

All-in-One

GS Software Consulting.ca

GS Course Outline:

Excel: Excel is used to organize lists of information, perform mathematical calculations, analyze and visually chart data in graphs.

Objective: Start navigating an **Excel** grid of columns and rows and learn how to effectively set-up a worksheet. Understand cells and cell ranges, learn how basic math calculations are done, apply the most common formulas and use formatting tools like bold, italics and shading and find out how to sort and filter.

Prerequisite: Basic Windows, Keyboarding and Mouse skills.
Access to Microsoft Excel software.

Duration: 2 hours (with a short break mid-way through)

Cost: \$229.00 + HST (13%)

- Topics:**
1. Start Excel
 2. Save and Name a Workbook
 3. The Worksheet View
 4. Navigate a Worksheet
 5. Modify a Worksheet
 6. Enter Text and Numbers
 7. Basic Math Calculations
 8. Most Used Functions
 9. Relative vs Absolute References
 10. Copy Formulas and Functions
 11. Format Appearance
 12. Page Setup & Print Options

Practice Lesson:




Rides-R-Us First Quarter Budget

*Course also includes the **Excel GS Skills Guide** for Reference*



Excel GS Skills Guide

First Quarter Budget							
Monthly Income	\$ 2,500.00					Date Created:	2021-09-23
Monthly Expenses	Jan	Feb	Mar	Qtr 1 Total	Qtr 1 Average	Qtr 1 Low	Qtr 1 High
 Office Rent	1,500.00	1,500.00	1,500.00	4,500.00	1,500.00	1,500.00	1,500.00
Cell Phones	225.00	225.00	350.00	800.00	266.67	225.00	350.00
Utilities	200.00	230.00	250.00	680.00	226.67	200.00	250.00
Internet	75.00	50.00	105.00	230.00	76.67	50.00	105.00
Insurance	120.00	120.00	120.00	360.00	120.00	120.00	120.00
Meals	250.00	160.00	225.00	635.00	211.67	160.00	250.00
Total:	2,370.00	2,285.00	2,550.00				
Average:	395.00	380.83	425.00				
Surplus:	130.00	215.00	-50.00				

Owner, Course Author and Instructor: | [Gloria Smith](#)

To Register email gloria@gsoftwareconsulting.ca

Or Visit the [GS Bookings Calendar](#)

London, Ontario Canada

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