



Excel Targeted-Skills Create Activity Tracking Log GS Software Consulting.ca

GS Course Outline:

Excel:

Excel is used to organize lists of information, perform mathematical calculations, analyze and visually graph data.

Objective:

- Learn how to set-up and use **Excel** as a log to track activities like meetings, project tasks and test plans including creating and using data validation lookup lists, conditional formatting, column filters, and cell pane freezing to make viewing and scrolling easier plus more.

Prerequisite:

Basic Windows, Keyboarding and Mouse skills. Excel All-in-One GS Course Outline or previous experience using Excel plus access to a computer with Microsoft Excel software.

Duration:

1 hour

Cost:

\$129.00 + HST (13%)

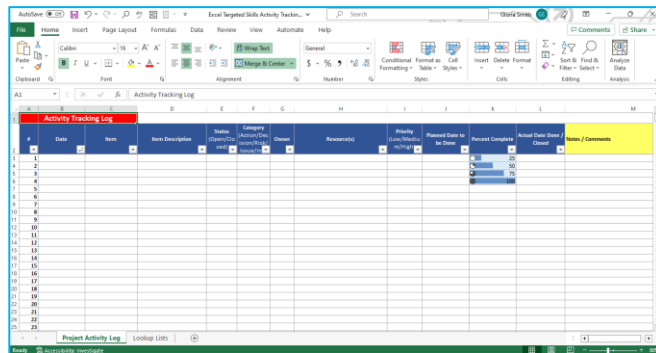
Topics:

1. Insert a Worksheet
2. Sources for Data Selection
3. Setup the Tracking Log
4. Turn on Column Filters
5. Insert Data Validations
6. Add Conditional Format
7. Turn on Freeze Panes
8. Use AutoFill

Practice Lesson:



Rides-R-Us Project Activity Tracking Log



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Or Visit the GS Bookings Calendar
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