Modular Learning Objectives:

At the end of this course, MS Excel Training, learners should be able to understand the following Modules in details;

Module 1: Critical Core of Excel
- Describe key components of the Excel user interface
- Operate essential navigational controls
- Perform the basics of data entry in Excel
- Explain basic Excel terminology

Module 2: Performing Calculations in Excel
- Explain the syntax of basic formulas and functions
- Use formulas and functions to perform simple calculations
- Describe the difference between relative and absolute cell references

Module 3: Excel Formatting
- Explain the syntax of basic formulas and functions
- Use formulas and functions to perform simple calculations
- Describe the difference between relative and absolute cell references

Module 1 Activity (Critical Core of Excel)

Instructions:

1. **Please save your worksheet with the title of this Module Activity (Module 1 Activity (Critical Core of Excel) so as to make for easy identification and upload.**

Questions:

1. Highlight 7 basic Excel shortcuts and their functions?
2. Download this Demo Sheet in the **MS Excel format** and use the data contained in the **"Orders"** sheet to attempt the following questions:
- Copy Column J (Product Category) into Column W.
- Sort the information in Column W (Product Category) in alphabetical order, A-Z.

This activity is to be uploaded through the Google Form Link included in the Course Completion Slide of this Assessment File.

Module 2 Activity (Performing Calculations In Excel)

Instructions:
1. **Please save your worksheet with the title of this Module activity (Module 2 Activity (Performing Calculations In Excel) so as to make for easy identification and upload.**

Questions:
Download this Demo Sheet in the **MS Excel format** and use the data in it to attempt the following questions:
1. Using the data in the **"Sales 2016"** sheet, create a TOTAL column and calculate the **Total Sales** made by each Account Manager.
2. Create a TOTAL row and calculate the Total Sales recorded in each of the four quarters.
3. Create an AVERAGE column and calculate the average sales made by each account manager in 2016.
4. Calculate the difference between the total sales made in Quarter 1 and Quarter 2.
5. Create a BEST and WORST column and find the maximum and minimum sales figure for each of the Account Managers.

This activity is to be uploaded through the Google Form Link included in the Course Completion Slide of this Assessment File.

Module 3 Activity (Excel Formatting)

Instructions:

1. **Please save your worksheet with the title of this Module activity (Module 3 Activity (Excel Formatting) so as to make for easy identification and upload.**

Download this Demo Sheet in the **MS Excel format** and use the data in the **Sales 2016 Sheet** to carryout the following formatting instructions:

1. Font style (Change the general text font to "Constantia")
2. Text colour, (Change the text colour of all Account Managers' names to dark red)
3. Text alignment (Align all figures across the four quarters to the right)
4. Cell border and fill colour

- Put the information in each of the quarters/columns in thick outside borders
- Change the fill colour in Row 3 to Dark Green
- Use four different fill colours for each of the four quarter columns.

5. Numbers formatting

- Change the figures in all four quarters to the Accounting format.
- Change the currencies to the Dollar Currency for Q1, Pounds for Q2, Euro for Q3 and Chinese Yuan for Q4.

This activity is to be uploaded through the Google Form Link included in the Course Completion Slide of this Assessment File.

Course Completion

Please click here to fill the **Course Completion Form** and upload your **Modular Assessments**.
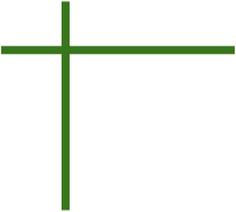
Congratulations on completing the course!

We do hope that you have found it interesting and useful.

Please take a couple of moments to review what you've learned.