

# Training Courses December



# 2024

## MS-Excel 2016 Introduction

**Dates:** 01 - 03 December 2024

**Time:** 09:00 a.m. - 02:00 p.m.

**Fees:** 75 K.D.

**Objectives:** At the end of the course, participants will be able to:

- Learn about Excel's interface, including the Ribbon, quick access toolbar and cell basics.
- Explore how to create, save, and open workbooks.
- Learn how to add data to a worksheet and apply basic formatting.
- Discover how to create and use formulas for calculations.
- Understand relative and absolute cell references.
- Learn how to use absolute cell references in formulas.
- Create custom Autofill lists for efficiency.
- Format cells manually and remove formatting when needed.
- Explore features like Freeze Panes and Repeat Headings for printing.

**Instructor:** Mr. Adil Naseeb.

**Participants:** Any Participants that are eager to learn Excel.