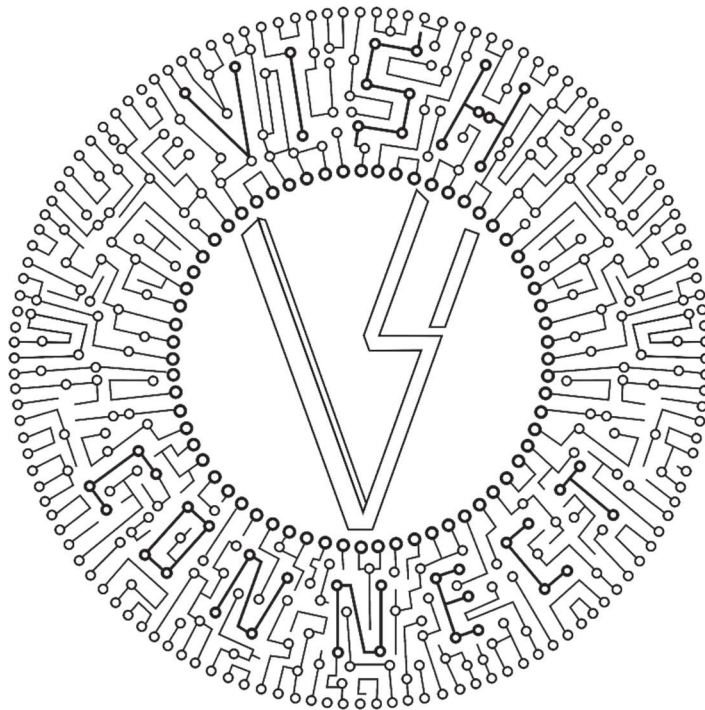




VISHCONNECT SOLUTIONS

Simplify Work Through Automation

Basic MS Excel Workshop



Session 1: Getting Started with Excel

Duration: 1.5 Hours

Topics:

- Overview of Excel and its interface
- Workbook and worksheet basics
- Entering and formatting data (text, numbers, dates)
- Basic navigation and shortcuts
- Saving, opening, and organizing files

Practical Activities:

- Create a simple table
- Apply formatting (bold, colors, borders)
- Practice saving and reopening workbooks

Session 2: Essential Functions and Formulas

Duration: 1.5 Hours

Topics:

- Introduction to formulas and functions
- Common functions: SUM, AVERAGE, COUNT, MIN, MAX
- Relative vs. absolute cell references
- Basic error handling (#VALUE!, #DIV/0!)

Practical Activities:

- Calculate totals and averages for a sample dataset
- Apply absolute referencing in calculations
- Identify and fix formula errors

Session 3: Organizing and Presenting Data

Duration: 2 Hours

Topics:

- Sorting and filtering data
- Creating and customizing basic charts (bar, line, pie)
- Introduction to conditional formatting
- Printing settings and exporting to PDF

Practical Activities:

- Sort and filter a dataset
- Create a chart from sample data
- Use conditional formatting to highlight specific values
- Print a formatted worksheet

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Contact Information:

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