



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 see the difference between relative vs. absolute cell references, copy math results, use formatting tools like bold, italics, shading and borders then see how your final result looks and how it can be printed.

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:  **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 | | | | |

GS 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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