Mindluster Platform

About the course Essential excel tips for beginners

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This Essential Excel Tips for Beginners online course is designed to provide foundational skills in computer softwares that are essential for professional growth and effective data management. Whether you are looking to improve your proficiency in Microsoft Excel or start your journey in mastering vital computer skills, this training course offers practical insights and hands-on techniques. With a focus on clarity and usability, this course helps learners gain confidence in navigating and utilizing Excel for a variety of tasks, from basic data entry to more advanced functions. Throughout this online course, you will learn how to: - Navigate the Excel interface efficiently - Use essential formulas and functions for data analysis - Create and format spreadsheets for professional presentation - Manage large datasets with filtering and sorting - Generate charts and visualizations to present data clearly - Save, share, and collaborate on Excel files seamlessly This course is ideal for beginners seeking to build a strong foundation in computer softwares, especially those aiming to enhance their professional skills for career advancement in Saudi Arabia, the Middle East, or globally. It is also suitable for students, entry-level professionals, and anyone interested in gaining practical Excel skills to improve productivity. Choosing this course on our platform means engaging with a trusted provider that prioritizes quality training and certification. Our comprehensive, certified course ensures that you receive a recognized qualification upon completion, boosting your resume and opening new career opportunities in various industries. Completing this course will empower you with essential skills to excel in roles that require competent data management and analysis. It paves the way for further specialization in advanced Excel techniques or related computer softwares, supporting your continuous professional development. A verified certificate is awarded upon successful completion, validating your new skills and commitment to professional growth. Enroll today to start your journey towards mastering essential computer softwares and advancing your career prospects. Sharon Smith

Computer Softwares Category's Courses

Course Lesson(26)

Lesson 1 : **Create Date Countdown in Excel Countdown Timer of Days Remaining**

Lesson 2 :
Add Shortcuts to Ribbon in Excel Speed Up your Excel Workflow using the Quick Access Toolbar

Lesson 3 : **How to Extract First Name in Excel 2 Helpful Ways**

Lesson 4 : **How to Insert a Dynamic Pivot Chart in PowerPoint Excel to PowerPoint Integration**

Lesson 5 :
How to Hide Confidential Data in Excel Hiding Social Security Numbers Credit Card Numbers

Lesson 6 : **How To Switch First and Last Name in Excel Column Swap Last and First Name in Excel**

Lesson 7 :
How to Add or Subtract Time in Excel Calculate Hours and Minutes for Accurate Timekeeping

Lesson 8 : **Simplifying Pivot Tables with Timelines and Slicers Data Visualization Made Easy**

Lesson 9 :
How to Add a Calculated Field to a Pivot Table in Excel Profit Margin PivotTable Formula Example

Lesson 10 : **How to Password Protect Excel Spreadsheets Cybersecurity Tip**

Lesson 11 : **How to Repeat Header Rows in Excel Repeat Title Rows on Each Printed Page**

Lesson 12 : **How to Calculate Percent Difference Between Two Numbers in Excel**

Lesson 13 : **Split Data From One Cell into Multiple Columns Text to Columns in Excel**

Lesson 14 :
How to Lock and Protect Cells in Excel Lock and Unlock cells before you Protect your Spreadsheet

Lesson 15 : **How to Change Cell Color In Excel Based on Value Conditional Formatting in Excel**

Lesson 16 : **How to Create a Drop Down List in Excel**

Lesson 17 : **How to Analyze Data Using IF Function in Excel**

Lesson 18 : **Combine Data From Multiple Cells into One Cell Create ID Number in Excel**

Lesson 19 : **How To Hide Worksheet Tabs in Excel â€“ Hidden vs Very Hidden**

Lesson 20 : **How to Open a Corrupted Excel File â€“ Open And Repair a Corrupted Workbook**

Lesson 21 :
How To Convert Image To Excel Table With MS Office App Extract A Table From A Photo With Phone

Lesson 22 : **How To Convert PDF To Excel PDF Data Connector in Excel 365**

Lesson 23 :
How To Fix Excel When Formula Shows Instead of Result VLOOKUP Troubleshooting Tip

Lesson 24 :
Restart Sequential Numbering in Excel When a Value Changes Auto Reset Numbers in a List

Lesson 25 : **How to Find Duplicates in Excel Fast and Fix Them PivotTables and COUNTIFS Trick**

Lesson 26 : **5 Excel Mistakes That Break Your Data Imports Fix These First**

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