

## **MS Excel – Foundation (Customized 2 hours)**

1. Introduction to MS Excel
  - Uses of Excel
  - Workbook and Worksheet Basics
2. Data Entry and Formatting
  - Working with Cells, Rows, and Columns
  - Number, Text, and Date Formatting
3. Basic Formulas and Functions
  - Formula Basics
  - Common Functions
4. Data Management
  - Sorting and Filtering Data
  - Data Validation Basics
5. Charts and Data Visualization
  - Creating Charts
  - Chart Formatting
6. Saving and Printing Workbooks
  - Page Layout and Print Setup
  - File Management