



Microsoft Excel - Basics

PROUDLY PRESENTED TO

CAITLIN EASTWOOD

Course Modules

- Getting to know Excel
- Working with Cells
 - Modifying Columns, Rows, and Cells
- Formatting Cell
- Understanding Number format in Excel
- Using Find & Replace
- Formulas and Functions
- Most Used Functions

12 February 2024
DATE

A handwritten signature in black ink, appearing to read "D. Eastwood", is written over a horizontal line.

SIGNATURE
EduCourse Director