
CHRO TRAINING ANNOUNCEMENT: MS EXCEL I

DATE: 05 December 2023 (course is subject to cancelation/date change)

TIME: 0830 – 1530 JST

This training will be conducted virtually via Microsoft Teams.

DESCRIPTION:

Become a confident, capable Excel user with this customized training!

- Take a quick tour of Excel basics:
 - Shortcut menus – the most efficient way to access commands for any task.
 - Help for Help! How to find what you need in Help without the endless searching and scrolling.
- Build a worksheet from the ground up:
 - What to consider before you create a worksheet — expert advice on building a worksheet framework that will accomplish your objectives.
 - Tips for entering text and numbers, and a super-quick way to cancel or confirm your entry.
- Harness the real power behind the numbers:
 - Formula and Function basics — on-the-mark advice that will end confusion once and for all.
 - Mathematical formulas made easy: how to subtract, multiply, or divide data.
 - Basic Excel functions that let you calculate averages, percentages, and much more using built-in predefined formulas.
- Learn the techniques that produce visually exciting worksheets:
 - The secrets to attractive, readable worksheets: five formatting guidelines that apply to any worksheet you produce.
 - How to control alignment, decimals, dollar signs and more — in one easy operation
- Get the output you want without trial-and-error printing:
 - Print Options: the many choices Excel gives you to customize your printing. Plus, how to add headers, footers, and page numbers to a worksheet.
 - No more strange page breaks — learn how to set manual page breaks and ensure that your titles and labels print on every page.
- Add impact and visual punch to your data:
 - An easy-to-understand glossary of the terms used in charting and graphing data.
 - The Chart Wizard — how to easily produce vivid, exciting charts to accompany your data, even if you're a total novice.
- Gain speed, efficiency, and ease at every session:
 - Large worksheets with Split Windows — the best way to effortlessly view distant figures side by side.
 - For mouse-haters: a quick guide to shortcuts that keep your hands on the keyboard.

ELIGIBILITY:

This class is open to all USMC U.S. Appropriated Fund (APF) employees and MLC/IHA employees serviced by CHRO Okinawa; priority for this training is as follows:

Priority 1: USMC All APF employees

Priority 2: USMC MLC/IHA employees (required to have LPL-3 or above)

HOW TO APPLY:

After supervisor's approval, sign-up via https://usmc.sharepoint-mil.us/sites/mcipac_chro_WorkforceDevelopment/SitePages/Training-Events-and-Signup.aspx

Deadline for submission is 13 Nov 23.

Point of contact for this course is the Workforce Development Unit, CHRO

e-mail: MCBBUTLERCHROTraining@usmc.mil; phone: 645-7689