

Microsoft Excel Course - Beginner Level

Excel can help you organise, calculate, analyse, revise, update, and present your data in ways that will help the decision makers in your organisation steer you in the right direction. Of course, knowing exactly how to ask Excel the questions that you need answered, which questions you can even ask, and how to interpret the answers Excel gives is necessary before you can even begin to embark on the journey ahead. This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey.

About the Course

This one-day training course is tailored to meet the needs of people new to Excel. Pick up useful shortcuts while learning the basics of creating, calculating formatting and printing spreadsheets using Microsoft Excel. Learn through demonstration and hands-on activities based on real-world situations. This course focuses on developing neat, accurate and well-developed Excel spreadsheets using good design and documentation principles.

Who should do this course?

This course is designed for people who are either new to Excel, or who want to fill in gaps and gain confidence and independence using Excel. Upon completion of the course, participants should be able to produce formatted spreadsheets containing basic formulas and functions, budgets and well-designed print copies.

Prerequisites

No prior knowledge of Microsoft Excel is required; however participants need to have general mouse and keyboard skills and an understanding of personal computers and the Windows operating system.

Outcomes

Upon successful completion of this course, students will be able to:

- Work within the basic Excel environment
- Create a new workbook. Open and navigate within workbooks and worksheets
- Make changes to data in a workbook
- Move the contents of cells and ranges within and between workbooks
- Understand, create work formulas and functions used to perform calculations
- Understand and work with ranges in a worksheet
- Copy and paste data in Excel. Apply borders to cells and ranges
- Apply a range of number formatting techniques to data
- Use font formatting techniques to greatly enhance the look of a worksheet
- Align the contents of cells in a number of ways
- Format rows and columns in a worksheet
- Understand and use the number formatting features in Excel
- Print your workbook data

MICROSOFT EXCEL (BEGINNER) COURSE CONTENT

Getting Started with Microsoft Office Excel

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas

Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Formatting a Worksheet

- Modify Fonts
- Add Borders and Colors to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Printing Workbooks

- Preview and Print a Workbook
- Define the Page Layout

Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

Duration: 1 day

Class size:

- ✓ 8 students max
- ✓ Or : One on One training

Times: 9:00am - 4:00pm

Where : In your home or Office or Coffee Shop

Course Inclusions :

- ✓ Comprehensive learning materials
- ✓ 12 months FREE email support
- ✓ 'Certificate of Attendance' on completion of course
- ✓ Morning & afternoon tea