

Microsoft Excel Fundamentals



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Course Overview

MS Excel Fundamentals is for everyone who is nervous about using Excel, whether you have never used it, or you have used it for years, but only to enter data or make minor changes.

This course will give you the confidence to create professional-looking spreadsheets, format them to look the way you want, and start working with calculations more confidently.

You will learn how to print like a professional, visualise data using charts, and lots of tips and tricks to help you work more efficiently.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3.25-hour virtual programs.

Course Objectives

- Learn the fundamental concepts of MS Excel, including navigating the interface and understanding spreadsheets.
- Master the skills for entering and formatting data to create professional spreadsheets.
- Gain proficiency in using basic formulas and functions to perform calculations.
- Learn how to sort, filter, and organise data efficiently within MS Excel.

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Course Outline

Getting to Know Excel

Understanding user interface navigating & selecting efficiently creating a new spreadsheet and entering data

Calculations

Simple formulas (subtraction, calculating percentages)
Working with functions (SUM, AVERAGE, MAX, MIN)
Using the fill handle to copy calculations
Relative vs absolute references

Format

Fonts & borders
Alignment options
Number formats
Cell styles & themes

Modifying a Worksheet

Inserting rows and columns adjusting dimensions
Hiding rows and columns

Managing Large Workbooks

Working with multiple sheets calculating across sheets view options (split sheet, freeze panes)

Charts

Creating basic charts
Formatting charts
Modifying chart

Printing

Headers & footers
Page layout
Page breaks



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