Microsoft Excel
Basic

📅 Duration: 1 day

👥 Ideal Group Size: 6-8 people

Course overview

Delegates will learn the Excel basics: It will allow you to be able to perform basic calculations with confidence using formulas, be able to navigate around Excel much quicker and learn the shortcuts. It will show you how to create and format professional spreadsheets, build simple formulas, calculate totals and lots more.

Topics covered

Fundamentals

- Starting Excel
- What's new in Excel
- Understanding the Excel screen
- Giving commands and using command shortcuts
- Creating workbooks
- Opening a workbook
- Previewing and printing a worksheet
- Saving workbooks
- Closing a workbook
- Using help
- Exiting a workbook

Editing a worksheet

- Editing cell contents
- Copying and moving cells
- Controlling how cells are moved or copied
- Collecting items to move or copy
- Checking spelling
- Inserting cells, rows, and columns
- Deleting cells, rows, and columns
- Using undo and redo
- Finding and replacing content
- Adding comments to cells
- Tracking changes

Getting started with worksheets

- Navigating worksheets
- Entering labels and values
- Selecting a cell range and entering data in a cell range
- Overview of Formulas and cell references
- Entering formulas including Sum, Average & Count
- Entering content automatically
- Referencing external data
- Freeze Panes
- Absolute Cell References

Formatting a worksheet

- Formatting text
- Formatting values
- Adjusting row height and column width
- Working with cell alignment
- Adding cell borders and background colours
- Copying formatting
- Applying and removing cell styles
- Creating and modifying cell styles
- Using document themes
- Applying conditional formatting
- Creating and managing conditional formatting rules
- Finding and replacing formatting

Delivery methodology (Face-to-face or virtual delivery)

Small groups
Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one
We also provide one-to-one 90 minute individual support workshops.

Tailored sessions
Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft Excel – Intermediate
- Microsoft Excel – Advanced