Microsoft Excel Introduction

Ever hesitated when faced with a blank Excel workbook, unsure where to start? This foundational Excel course transforms beginners into capable spreadsheet users.

Whether you're new to Excel or have only viewed others' spreadsheets, you'll master essential skills from basic formulas to proper formatting, building a solid foundation for advanced features.

What You'll Get With This Course

Live Instructor-Led Training
Highly experienced and approachable trainers

Comprehensive Materials
PDF manual and training files included!

eCertificate of Completion
Proudly recognise your achievement

Lifetime Support
Expert help, always within reach

Skill Level: **Beginner**   Duration: **1 Day**   Time: **9:00am – 4:00pm**

Course Content

Excel Orientation

- Exploring the Excel Interface
- Finding and using Commands
- Using the Quick Access Toolbar
- Navigating Workbooks

Basic Workbook Techniques

- Overview - the different uses of Excel
- Creating New Workbooks
- Entering and Editing Data
- Selecting Data
- Opening, Saving and Closing Workbooks

Using Formulas in Excel

- Formulas vs Functions - what's the difference?
- Creating Formulas
- Finding Functions
- Inserting Functions

Managing Worksheets

- Naming Worksheets
- Adding New Worksheets
- Moving and Copying Worksheets
- Deleting Worksheets

Formatting Efficiently

- Manual Formatting Options
- Using Cell Styles for Efficiency and Consistency

Preparing to Print

- Page Setup
- Margins and Orientation
- Headers and Footers
- Scaling
- Previewing
- Printing