Course Title: Microsoft Excel Introduction	**Course Duration**: 3.0 Days
Exam: Included	**Exam Type**: Proctored Exam
Qualification: Microsoft Excel Introduction Certificate	

Course Syllabus

Our Microsoft Excel Introduction training course will cover the following Modules:

Module 1: Introduction to Microsoft Excel

- Working with cell ranges—navigating and selecting cells with the mouse and keyboard
- Entering and editing data and employing AutoFill to enter data
- Inserting and deleting rows, columns, or cells.
- Adjusting column width and row height
- Manipulating data with cut, copy, paste, with the clipboard, or dragging the mouse
- Leveraging multiple worksheets

Module 2: Formulas and Functions

- Writing simple formulas
- Exploring audit tools to examine and evaluate formulas
- Referencing cells in formulas using relative and absolute references
- Configuring cells for the number format and alignment
- Constructing common functions with the aid of the function wizard and the Formula tab
- Implementing names in formulas and functions

Module 3: Worksheet Formatting and Presentation

- Setting up initial cell formatting
- Drawing attention to data with formatting
- Working with templates - Protecting cell ranges and worksheets
- Analysing data with conditional formatting

Module 4: Getting Data In and Out

- Importing data into Excel from various sources: text, web, Microsoft Access, SQL (Structured Query Language) Server
- Transforming data with global replace and data tools
- TEXT and DATE functions
- 2013 Flash Fill assistant
- Setting WISE (Written, Integrated, Synergistic, and Expansive) goals

Module 5: Sorting, Selecting and Sub-totaling data

- Sub-totaling a Filtered list with the subtotal command
- Implementing Tables and Table Formulas

- Sub-totaling a table with the Total Row
- Filtering Tables with Slicers

Module 6: Present Data Visually

- Leveraging charts to create a visual presentation
- Creating charts using wizards
- Adjusting chart settings, including titles, labels, and chart types
- Working with Views of the spreadsheet
- Setting up your workbook for printing

Module 7: Introducing Advanced Features

- Implementing dates
- Summarising data from other worksheets with 3-D formulas
- Designing IF functions and conditional formatting
- Analysing summary data with Pivot tables and slicers

Course Overview

Our three-day Microsoft Excel Introduction training course will empowere participants with key skills to create and edit worksheets, implement formulas and functions, and sort and filter detailed data with tables and slicers. Visualise the numbers in a consumable and professional format analysing data with charting, conditional formatting, sparklines, and pivot tables.

Course Learning Outcomes

Our Microsoft Excel Introduction training course will teach you to become proficient in the following:

- Efficiently navigate and manipulate worksheets and workbooks.
- Implement an income and expense statement with formulas, functions, and names.
- Design a reusable data entry template that protects formulas.
- Implement conditional formatting to analyse sales information.
- Connect, prepare, and validate data employing editing tools, formulas, and Flash Fill.
- Identify, sort, and select detailed data with tables and slicers.
- Present and analyse data with conditional formatting, charting, sparklines, and printing parameters.
- Construct IF functions that make decisions - present results visually.
- Combine data with 3-D formulas.
- Analyse summary data with PivotTables and implement a quick dashboard.
- Exclusive LinkedIn group membership for peer and?SME (Subject Matter Expert)?community support.
- Leverage continued support with after-course one-on-one instructor coaching and computing sandbox.

Audience

Our Microsoft Excel Introduction training course will benefit several individuals and organisations including but not limited to:

- Professionals in Business and Finance
- Data Analysts and Researchers
- Project Managers
- Students and Educators
- Administrative and Office Professionals
- Sales and Marketing Professionals

- Entrepreneurs and Small Business Owners
- Individuals interested in personal finance
- Excel is a versatile tool that can benefit anyone who deals with data management, analysis, and organisation in their personal or professional lives.

Entry-Level Requirements

There are no entry-level requirements for our Microsoft Excel Introduction training course.

Recommended Reading

There is no recommended reading for our Microsoft Excel Introduction training course.

What's Included

Our Microsoft Excel Introduction training course contains the following:

- 3-day instructor-led training course
- End-of-course exam included
- After-course computing sandbox included
- One-on-one after-course instructor coaching
- Pre-reading
- Course Manual
- Quizzes
- Exercises

Exam Information

Microsoft Excel Introduction Exam:

- Format: Multiple Choice
- Questions: 40
- Pass Mark: 70%

What's Next

Attendees may enjoy our three-day Microsoft Project Introduction training course.

Our three-day Microsoft Project Introduction training course you will learn how to use Microsoft Project for project management, including:

- Creating project plans
- Tracking progress
- Allocating resources to tasks
- Creating project reports

Additional Information

Our Microsoft Excel Introduction training course offers several benefits to individuals and organisations including but not limited to:

- **Improved Data Organisation**: Excel allows you to organise and structure your data in a logical and efficient manner.
- **Enhanced Data Analysis**: Excel provides a range of powerful tools and functions for data analysis.
- **Increased Efficiency and Productivity**: Excel offers numerous features and shortcuts that can help you work faster and more efficiently.
- **Better Decision-Making**: Excel enables you to visualise data through charts and graphs, making it easier to identify patterns and trends.
- **Enhanced Problem-Solving Skills**: Excel challenges you to think analytically and solve problems using various functions and formulas.
- **Versatility and Transferable Skills**: Excel skills are highly transferable across different industries and job roles.
- **Continuous Learning and Growth**: Excel is a dynamic tool that offers a wide range of features and functionalities.
- **Increased Accuracy and Data Integrity**: Excel offers features like data validation, conditional formatting, and error-checking, which help maintain data accuracy and integrity.