



Course Title: Excel - Excel Essentials and Formulas	Course Duration: 1.0 Day
Exam: Not Included	Exam Type: No Exam
Qualification: Excel Essentials and Formulas Completion Certificate	

Course Syllabus

Getting Started with Excel

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter and Edit Cell Data
- Fill Cells with Series of Data (AutoFill and Flash Fill)
- Use Excel Help

Performing Calculations

- Create Worksheet Formulas
- Insert Functions and use Autocomplete
- Reuse Formulas and Functions
- Create an Absolute Reference

Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Move and Copy Data between Cells
- Search for and Replace Data
- Use Spellcheck and Proofing

Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply and Copy Cell Styles
- Apply Basic Conditional Formatting

Printing Workbooks

- Preview and Print a Workbook
- Controlling Page Layout
- Adding Headers and Footers
- Set Print Titles and Print Ranges



Managing Workbooks

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

Course Overview

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyse the data that is critical to the success of your organisation.

Course Learning Outcomes

By the end of this course, learners will be able to navigate Excel efficiently, apply cell formatting, use basic and intermediate formulas, create and manipulate tables and charts, analyze data with functions such as SUM, AVERAGE, IF, and VLOOKUP, and apply best practices for spreadsheet organization and data validation. The course equips learners with the foundational Excel skills needed for day-to-day productivity and data analysis tasks.

Audience

Beginners to Excel, business professionals, students, and anyone looking to improve their spreadsheet and formula skills

Entry-Level Requirements

Basic computer skills; no prior Excel experience required

Recommended Reading

Microsoft Excel documentation, Excel formula guides, online tutorials from Microsoft Learn

What's Included

Instructor-led training, course materials

Exam Information

There is no formal certification exam for this course. Learners may complete a practical assessment or exercises to demonstrate mastery of Excel essentials and formulas.

What's Next



After completing this course, learners can progress to Excel Advanced Features, Excel VBA/Automation, or other data analysis courses such as Introduction to DAX for Power BI. After completing this course, learners can progress to Excel Advanced Features, Excel VBA/Automation, or other data analysis courses such as Introduction to DAX for Power BI.

Additional Information

This course is intended for those who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets. Excel can help you organise, calculate, analyse, revise, update, and present your data.