



Level 1 Excel Core Fundamentals

Duration: Face-to-Face 5 days (Mon-Friday) or Online 6 weeks @ 3hrs per weeks

[Courses can be taken as a 5 day Corporate or ONLINE Training]

Digital skills jobs are growing much faster than non-digital and **data** has become the modern **currency**. In light of this, the ability to quickly and accurately analyse data has become of paramount importance. Spreadsheet software is one of the most ubiquitous tools used for data analysis in workplaces across the world, and one of the most flexible and increasingly powerful options at our disposal is Microsoft Excel.

This introductory course is designed to equip you with a strong, foundational working knowledge of Excel, so that you can effectively organize, analyse, and work with data. The course is for those with very little or no functional knowledge of Excel, and those who regularly use Excel at a basic level but wish to enhance their skills.

Intended Audience

This program is primarily designed for:

- Professionals in data-oriented fields, such as operations, product, marketing and communications, who are working in an organization for whom the use of Excel/Spreadsheets might be relevant.
- Managers that need to understand, evaluate and make decisions around data.
- Small business owners looking to understand their business better and to streamline their data management and analysis in order to make processes more efficient.
- Students and individuals seeking to expand their skillset.
- Anyone interested in beginning or advancing their understanding of Excel and spreadsheets in their daily use.

Course Outline

Day 1 / Week 1 – Fundamentals of Excel

- Navigating Excel Interface / Structure of a Workbook
- Duplication and Replication in Excel
- Working with Numerical Values
- Introduction to Formulas / Relative/Absolute Cell References
- Complex Formulas and Order of Operations

Day 2 / Week 2 - Calculations with Formulas and Functions

- The Structure of Excel Functions
- Excel formulas SUM(), MIN() and MAX(), AVERAGE(), COUNT()
- AutoSum and AutoFill

Day 3 / Week 3 - Worksheet Layout and Formatting

- Numerical values formatting
- Font Formatting

- Formatting Rows and Columns
- Cell Alignment and using Format Painter
- Applying and creating Cell Styles

Day 4 / Week 4 - Working with Data

- Working with Multiple Worksheets
- Insert, Delete and Manage Columns and Rows
- Using Find and Replace
- Sorting and Filtering Data
- Conditional Formatting

Day 5 / Week 5 - Visualizing Data with Charts and Excel Page Layout

- Creating and Inserting Charts
- Formatting Excel Charts
- Understanding Excel Page Layout
- Insert, Move or Delete Page Breaks