# MS Excel Beginner Course

Overview

An introduction to Excel covering the basics, ranging from Data Input and Spreadsheet Navigation to Formatting and Printing.

There is a key focus on understanding how Excel works with different Data Types, using Excel Formulas as well as improving efficiencies when Entering and Editing Data.

We also look at managing a larger dataset by using Sort & Filter and take a sneak peek at the intermediate content of Graphs, Conditional Formatting and Absolute Cell References.
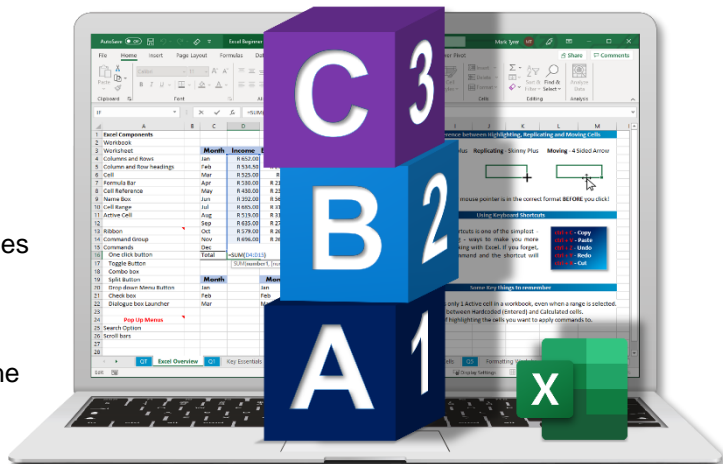
Pre-requisites

No prior knowledge of Excel is required, but a basic understanding of computers is expected. i.e. The ability to Navigate Windows using a mouse, understanding the concepts of Files and Folders, and knowing the difference between left and right click mouse functions.

Content Covered

✓ **Excel Overview:**

Overview of the various components that make up Excel. Workbooks and Worksheets. Cells, Columns and Rows. Name box and Formula Bar. Office Ribbon and Menus. In addition, we will look at key concepts that are essential to understanding and working with Excel. Such as: The Active Cell; Keyboard Shortcuts; The difference between Highlighting, Replicating and Moving Cell content; Entered Values vs Formula, and making the most of your right-click function.

✓ **Key Essentials:**

Understanding how Excel stores Text, Numbers and Dates as well as the importance of using Data Ranges. Key Essentials that are not often taught but critical in understanding how Excel interprets and works with our Data.

✓ **Data Input:**

Working through the most efficient ways to enter, check and edit your Data. This will include: Cell navigation; The correct use of the Tab, Enter and esc Keys; Cut, Copy & Paste; Undo & Redo; Spell Checker.

✓ Excel Autofill:

Maximising the use of the Excel Autofill feature to populate an Excel Spreadsheet. I.e. Copying cells, generating a Series and replicating Formulas.

✓ Formatting Cells:

Basic Cell Formatting of Font, Fill, Borders, Alignment (including Merging & Wrapping), and Numbers. We'll also show you some neat shortcuts that many advanced users are unaware of, such as: Format Painter, Repeat Formatting, and the difference between Delete and Clear All.

✓ Number Formatting:

Numbers, Dates, Currency and Percentage. Understanding that Number Formats can be a façade, i.e. what you see is not what you get. Working with Excel can be very frustrating if you don't understand this.

✓ Formatting Worksheets:

Adjusting Row height and Column width. Ways to auto-adjust all column headers at the same time. Inserting, Deleting and Hiding Rows and Columns, plus being able to Freeze the Top Row so that it's always visible when scrolling.

✓ Formulas:

The basic operations of Adding, Subtracting, Multiplying and Dividing. Remember BODMAS? If not, we'll remind you, it's important! Explanation of the difference between Formulas and Functions. Intro to the 5 basic functions of Auto-Sum, Average, Count, Max and Min. Copying and Replicating Formula and understanding the critical difference between empty and zero value cells. Again, this is key to understanding calculations in Excel, which even many Advanced users get wrong…

✓ Printing:

Difference between using Page Layout and Print Preview to set and change Print settings. Details on adding Custom Headers / Footers, Repeating header Rows, printing gridlines, Page Numbers and Print Scaling, plus setting Print Areas and Printing Selection.

✓ Basic Sort and Filter:

Using a combination of these features to make working with large spreadsheets a lot more manageable and easier. Using Filters to extract specific Data and copy this to a New Spreadsheet. (A combo of 4 shortcuts can do this in seconds!)

> That will conclude the Beginner Content of the Course. The next few sections will serve as an introduction to some of the content in our Intermediate Course..

✓ Visualizing Data:

Intro to creating Graphs and using Conditional Formatting.

✓ Excels Golden Rule:

Intro to Excels Golden Rule and the subsequent requirement to lock a cell reference in a Formula by using Absolute Cell References. (A2)

✓ Pivot Tables:

A sneak peek at this most Powerful Excel Tool to summarize data in seconds!

✓ Keyboard Shortcuts:

Over 25 Keyboard Shortcuts covered throughout the course to increase those efficiencies.
A printable 1-pager, of all these shortcuts and more, is provided with the follow-along Workbook.

What's included?

It's important to note that all methods of delivery, (i.e. Instructor-led onsite / online and Self-paced online), cover the exact same course content and include the following:

- ✅ A detailed follow-along Excel Workbook with Summary Notes
- ✅ Self-marking quick questions to test your progress as you learn
- ✅ Practical Tasks that will enable you to put your newly acquired Excel Skills into practice
- ✅ Course completion Certificates
- ✅ Lifetime access to course material and updates

Next step…

For further information on our various training options, such as pricing and course length etc, please use the relevant links below; or alternatively contact us on hello@summitsolutionstraining.co.za or 086 167 3923.

- ✅ Corporate Instructor-led Training (Onsite or Online)
- ✅ Self-paced Online Training

Comments from course attendees

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"Very informative and will be extremely useful in my workplace.
Could not have had better. Very valuable."
- KARON, ENERGY PARTNERS HVAC & R (PTY) LTD

"Absolutely informative and recommended for anyone. Definitely going to assist me
with my efficiency at work. Mark is a super star!!"
- TUMI, RESOLUTION CIRCLE (PTY) LTD

"Even though I work on excel extensively every day I still found value
and learnt new things on the beginner course."
- ROXANNE, TD ADMINISTRATIVE SERVICES

"Well presented and prepared. I would love to attend the follow-up training.
Trainer was very patient and helpful and kept to times. I learnt a lot."
- BERNADETTE, VENDANGE

"Each topic was extremely useful and detailed. Very valuable information to use
not just in the workplace but on a daily living/basis."
- ZANDILE, KERRY INGREDIENTS

excel (verb)
- be exceptionally good at or proficient in an activity or subject.

May this be the course that enables you to Excel…