



# Excel Basics

# Course Content

## General Outline

**This course covers the 'full range' of the basics in** Microsoft Excel. We cater for all versions and participants, **whether they've been self-taught**, have been using Excel simply for a while, or have no experience at all.

**In the course, you'll learn how to create, edit and format a** spreadsheet as well as how to create basic charts. Lots of shortcuts are covered to save time, and participants will see how easy it is manage data with Excel.

This course is a great springboard into using Excel to its maximum advantage.

## Detailed Course Outcomes

- ◆ Describe Excel, its screen layout and make it easier to find buttons and functions.
- ◆ Enter data and simple formulas.
- ◆ Navigate with mouse and keyboard.
- ◆ Change displays and freeze parts of spreadsheets.
- ◆ Edit a spreadsheet (add, remove rows, columns, etc).
- ◆ Cut, paste and copy formulas.
- ◆ Format a spreadsheet to make it look presentable.
- ◆ Create and edit simple charts and graphs.
- ◆ Print or email spreadsheets and charts.
- ◆ Use shortcuts and quick-entry techniques.
- ◆ Save and open spreadsheets to correct drive/folder locations.
- ◆ Use Excel to filter, sort and view data efficiently.

## Client Reviews

**"Great tips and shortcuts for Excel. Great explanation of** Excel. I feel much more confident with Excel. This information **will be most useful to me."**

*Virginia, Museum manager*

**"Excel is not as hard as it looks."**

*Meredith, Senior Customer Service Officer*

**"The teaching was great and the reference book to refer back** to will be very handy."

*Jamie, Engineer*

**"Excellent facilities, small class, great workbook."**

*Kylie, Compliance Manager*

**"Manual was very easy to follow."**

*Robyn, Bookkeeper*

**"The scope/range of topics covered was impressive."**

*Jason, Student*



## Delivery & Duration

- ◆ 1 day public course, OR  
3 x 1-hour online OR  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/10-excel-basics](http://classtraining.com.au/coursedates/10-excel-basics)

## Prerequisites

No experience in Excel is required. Attendees should be familiar with using a Windows PC.

## Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of webinar.
- ◆ After-course support.

## How to Book

- ◆ Phone: (02) 6041 2711
- ◆ Email:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ Book online:  
[classtraining.com.au/  
coursedates/10-excel-basics](http://classtraining.com.au/coursedates/10-excel-basics)

