



# 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 great 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 use simple formulas.
- ◆ Navigate with lots of mouse and keyboard shortcuts.
- ◆ 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**  
1 x 3-hour online session **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)

