



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's screen layout and **navigate the screen easily.**
- ◆ Make it easier to find and use Excel's **buttons and functions.**
- ◆ Enter **data and simple formulas.**
- ◆ **Navigate spreadsheets** with mouse and keyboard **shortcuts.**
- ◆ **Edit a spreadsheet:** add/remove rows/columns, adjust widths.
- ◆ Cut, paste and copy formulas.
- ◆ **Create patterns** of data: dates, months, days, etc.
- ◆ **Format a spreadsheet** to make it look presentable.
- ◆ Create and edit simple **charts and graphs.**
- ◆ Change displays and **freeze parts** of spreadsheets.
- ◆ **Print, email spreadsheets and charts,** and output to **PDF.**
- ◆ Use **shortcuts** and **quick-entry techniques.**
- ◆ **Save and open** spreadsheets to correct drive/folder locations.
- ◆ **Apply sorting and filtering** techniques to view the data you want.

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
- ◆ Book online:
[classtraining.com.au/
coursedates/10-excel-basics](http://classtraining.com.au/coursedates/10-excel-basics)

