
EXCEL BASIC COURSE OUTLINE

By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulas and functions, and making a spreadsheet look professional and presentable.

Getting Started

The first lesson covers logging into Office 365 and Excel Online as well as how to navigate in the app. Students will learn how to open, save, share and print workbooks as well as how to use a few different help tools.

Working with Data

Next, we go over the basics of Excel formulas and functions and we introduce you to a few tools and techniques that can be used when working with formulas. Other topics covered in this lesson are how to modify rows and columns and, how to sort and filter data.

Formatting a Worksheet

In this lesson, students will learn how to format text and cells, align cell contents, use find and select tools.

Adding Pictures and Shapes

Next, students will learn how to insert and modify pictures and also how to insert and format shapes.

Organizing Worksheet Data with Tables and Charts

This lesson covers how to create and customize tables in an Excel document. Students will also learn how to insert charts and perform some basic tasks with them.

Finalizing Workbooks

In the final lesson, students will learn all about comments and how to manage multiple worksheets.

All days are 9.00am – 4.30pm. To see current fees, dates offered and/or book a course please go to www.bct.unlocksuccess.com.au

Once you have booked you will receive email confirmation with venue, date and parking details within 48 hours.