



Microsoft Excel - Beginner

Course Description

Whether you're brand new to Excel or looking to refresh your skills, this 1-day virtual training course is the perfect starting point. Microsoft Excel is still the most widely used tool in business, analytics, operations, and more — and knowing how to use it effectively gives you a real professional advantage.

In just one focused day of live, instructor-led training, you'll gain the confidence to navigate spreadsheets, organise and analyse data, and apply Excel tools that are used every day in real-world roles. This session is fast-paced but beginner-friendly, with plenty of practical examples and hands-on exercises to help you build job-ready skills right away.

Perfect for professionals, students, and career-switchers alike, this course gives you the Excel foundation you need.

Learning Objectives

By the end of the session, you'll be able to:

- Confidently navigate Excel and understand its key features
- Use essential formulas and functions for real tasks
- Clean, sort, and filter data quickly and effectively
- Format spreadsheets professionally for clear communication
- Understand Excel's role in everyday data analysis

Start strong and learn smart — your data journey begins here, in just one day.

Benefits & Real-Life Skills

By taking this course, you'll gain real, applicable skills that make a difference:

- ✓ **Work Faster & Smarter** – Learn keyboard shortcuts, formulas, and tools to boost your productivity.
- ✓ **Make Better Decisions** – Use data insights to support business or academic outcomes.
- ✓ **Stand Out Professionally** – Excel skills are in high demand across industries
- ✓ **Automate Repetitive Tasks** – Save time using functions like VLOOKUP, filters, and sorting
- ✓ **Improve Data Presentation** – Create clean, clear, and well-formatted spreadsheets
- ✓ **Build a Solid Foundation** – Set yourself up for more advanced Excel or data analytics training

Target Audience

This course is designed for beginners who want to build a strong foundation in Microsoft Excel. It's ideal for professionals looking to upskill, students and graduates preparing for data-related roles, job seekers aiming to boost their employability, and small business owners who manage their own data. Whether you're entering the world of data analysis or simply want to feel more confident using spreadsheets, this course is the perfect starting point. No prior Excel experience is required — just a willingness to learn.

Key Benefits

- **Confidently navigate the Excel interface** and understand how Excel fits into the data analytics process across various industries.
- **Apply essential formulas and functions** like SUM, AVERAGE, IF, and LOOKUP to perform calculations and extract key insights from data.



- **Import, clean, sort, and filter data** effectively using Excel's built-in tools to organise and prepare datasets for analysis.
- **Format spreadsheets professionally** with styles, conditional formatting, and layout tools to create clear, presentation-ready documents.
- **Build a solid foundation for advanced Excel use**, including pivot tables, dashboards, and future data analytics training.

Topics Covered

- **Introduction to Excel for Data Analysis**
Understand how Excel is used in real-world data workflows.
- **What is Data Analytics?**
Grasp the basics of analytics and why Excel is a key player.
- **What is MS Excel?**
Get to know the interface, layout, and core functionality.
- **Key Features of MS Excel**
Discover Excel's most useful tools for beginners.
- **Basic Excel Functions & Formulas**
Learn how to use SUM, AVERAGE, IF, and more.
- **Data Import, LOOKUP & Cleaning**
Bring in external data, use LOOKUP functions, and clean messy datasets.
- **Sorting, Formatting & Filtering**
Understand sorting options, master formatting tools, and utilise filtering features effectively.

Duration: 6 Hours

Virtual Class System requirements

All Virtual Classes will be conducted over Zoom.

System requirements

- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in, USB plug-in, or:
- An HD cam or HD camcorder with a video-capture card
- Virtual camera software for use with broadcasting software like OBS or IP cameras

Supported operating systems

- macOS X with macOS X (10.11) or later
- Windows 11
- Windows 10

Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 8.0 or higher
- Oracle Linux 8.0 or higher
- CentOS 8 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Note: On Windows devices, Zoom utilizes WebView2 and Chromium Embedded Framework (CEF) for certain features. If not available, these are downloaded automatically by Zoom, but admins should ensure these are whitelisted on managed devices.

Supported web browsers

- Desktop
- Chrome: Within 2 versions of current version
- Firefox: Within 2 versions of current version
- Edge: Within 2 versions of current version
- Safari: Within 2 versions of current version

As an example, if the current version of Chrome is 111, then Zoom supports versions 109, 110, and 111. As new versions are released, the minimum version will also follow behind by 2 versions.