

Microsoft Excel 365 Level 1 Course Outline

Duration: 1 Day

The purpose of an Excel level 1 beginner's training course is not only to introduce new skills to each student. But, also, to give each learner the confidence to use those skills in everyday life. This beginners Excel training day will fully equip the student to confidently use Excel and harness its most basic but powerful tools.

What You'll Learn

- Learn to use basic formulas and functions effectively.
- Understand how to create and manage multiple worksheets.
- Explore how to sort and filter data for better organisation.
- Discover methods for importing and exporting data efficiently.
- Create and customise basic charts and graphs.
- Share worksheets with others for collaboration

Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

Full Course Outline

Introduction to Excel 365 and the Excel Interface

Understanding rows, columns, and cells
Navigating and selecting data in a worksheet
Entering and editing data in cells
Basic formatting techniques such as changing font size, colour, and alignment

Basic Formulas and Functions Within Excel 365

Using basic arithmetic operators such as +, -, *, and /
Understanding the difference between relative and absolute cell references
Using functions such as SUM, AVERAGE, MIN, and MAX

Working with Multiple Worksheets and Workbooks

- Creating, renaming, and deleting worksheets
- Moving and copying data between worksheets and workbooks
- Linking data between worksheets and workbooks

Sorting and Filtering Data

- Sorting data alphabetically or numerically
- Filtering data using criteria
- Advanced filtering techniques such as using AND/OR logic

Working with Basic Charts and Graphs

- Creating and formatting charts and graphs
- Adding data labels and data tables to charts
- Changing the chart type and style

Importing and Exporting Data

- Importing data from other sources such as CSV files and databases
- Exporting data to other formats such as PDF, CSV, and HTML

Collaborating with Others, Including Printing

- Sharing workbooks and worksheets with others
- Tracking and resolving conflicts in shared workbooks
- Protecting worksheets and workbooks with passwords
- Printing Worksheets

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.