

# 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.

[Click Here to View the System Requirements](#)

**Duration:** 6 Hours