



Beginner Excel Course

A 5 Star Rated course from the
Training experts





Beginner Excel Course

This is a one day training course that gives you an introduction to using Microsoft Excel features and shortcuts

Introduction

Microsoft Excel is probably one of the most widely used programmes, that is currently not used to its full potential, by its majority of users.

This course will take you through the basics of using Excel through to using some more complex features.

The course covers Excel 2010/2013/2016 (Also Excel 2011 for Mac). You are welcome to bring along an Excel spread sheet that you are working on.

Who would benefit from this course?

This course is designed for people who are new to Excel or are using Excel in a limited

capacity and want to learn more.

You do not need any prior knowledge of Excel.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

Great training, carried out at a pace and level we could follow, we were encouraged to ask questions and with the course being small meant we could get the most out of it.

Nikki Walker
Mentor Graphics

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£245 + VAT	£450 + VAT
Birmingham:	£245 + VAT	£495 + VAT
Online	£190 + VAT	£320 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online From £190 (half day) or £350 (full day). Please email or call us with your preferred venue, number of delegates and any requests.





Beginner Excel

Course Outline

This Course will teach you how to use the features and functions of Excel to create useful spreadsheets efficiently

Introduction to Excel

Get to know Excel
Simple Modifying features
Saving, Opening Workbooks

Entering & Editing Data

Entering Data
Adding Rows/Columns
Moving Data
Keyboard Shortcuts

Spreadsheet Maths

Understand how maths works in Excel
Simple Maths Formulas
Editing Formulas

Working with Multiple Workbooks

Work with multiple workbooks open at the same time
Helpful tips and shortcuts to manage
Linking data across multiple workbooks using maths

Working with large worksheets

Working within print boundaries
Viewing options
Printing worksheets

Working with lists

Creating lists
Sorting and filtering
Creating reports

Creating Graphs

Create Graphs
Manipulate Graphs
Create Sparklines (2010 onwards)

To book please see next page

Google

5.0 ★★★★★

I found the course easy to understand and very relevant to the work I do.

Have found out things I didn't know and have found it very useful.

Gill Dally
One Manchester

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.





Beginner Excel Course

Why Choose M Training's Beginner Excel Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Liverpool and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £190 (half day) or £350 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day Beginner Excel course, Simply pick your preferred date and book on our website, send us an email or give us a call.

Or if you prefer, we offer private and In-House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.

Abigail Kumanan |
British Council