Beginner Excel Course

A 5 Star Rated course from the Training experts

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Beginner Excel Course

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

Introduction

This hands-on course has been designed for new users to Excel and covers the basic features, from creating worksheets to producing simple formulas and charts.

By the end of this session, delegates will have the confidence and ability to create effective formulated worksheets.

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 to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£450 + VAT
Birmingham:	£295 + VAT	£450 + VAT
Online	£250 + VAT	£375 + VAT
Leeds	£295 + VAT	£450 + VAT
Glasgow	£295 + VAT	£450 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 or £550 for a full day Online course. Please email or call us with your preferred venue, number of delegates and any requests.

- 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 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

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Beginner Excel

Course Outline

Introduction
- Customising the Excel environment
- Worksheet terminology
- Customisation of the Quick Access bar
- Creating a new worksheet
- Entering text and numbers
- Saving a worksheet
- The Backstage view
- Retrieving a workbook
- Quick navigation using shortcuts

Formatting
- Adding borders and shading
- Aligning cells using left, right and centre
- Applying various number formats – currency, accounting, decimal places
- Merge and centre cells
- Using Text Wrap
- Adding basic illustrations
- Use various methods of cut, copy & paste
- Hiding/Unhiding columns
- Adding/deleting/displaying Comments
- Printing comments

Working with Ranges
- Inserting/Deleting rows and columns
- Adjusting the width of a column
- Adjusting row height
- Autofill
- Using in-built lists
- Creating custom lists
- Freeze panes
- Split screen

Using AutoFilter
- Applying a filter to your data
- Sorting a filtered list
- Printing a filtered list
- Clearing filters

Charts
- Create a chart based on your data
- Change the chart type
- Amend source data
- Using chart designs and applying layouts

Printing Your Reports
- Adjusting margins
- Scaling a document
- Changing the Orientation
- Adding Headers and footers
- Set the print area
- Printing a worksheet

Formulas
- Use AutoSum to calculate figures
- What is AutoCalculate
- Produce Min, Max and Average calculations
- Write simple bespoke calculations
- Understand BODMAS (order of calculations)
- Understand Relative and Absolute cell addressing
- Applying names to cells
- Finding named cells
- Using named cells across multiple sheets

TO BOOK SEE NEXT PAGE

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 £550 (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 as 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