



Basic Microsoft Excel

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Basic Microsoft Excel Computer Course for Office Administration

This course is designed to help beginners build confidence using Microsoft Excel in an office setting. You will learn how to enter and organise data, use simple formulas, format spreadsheets and create basic charts. Perfect for those in office administration roles who want to handle everyday Excel tasks quickly and accurately.

Build Your Excel Skills for Everyday Office Tasks

Learn the basics of Microsoft Excel to help you manage office tasks with ease. This course will guide you through entering data, using simple formulas, formatting spreadsheets and creating basic charts. By the end, you will feel more confident using Excel to stay organised and support daily office work.

What You Will Learn

- Learn to enter and organise data in Excel
- Use basic formulas for calculations
- Format spreadsheets for clarity
- Create simple charts and tables
- Gain confidence in everyday Excel tasks
- Support office administration efficiently

^ Description

Alternatively referred to as a worksheet, a spreadsheet is a file that consists of rows and columns to help sort data, arrange data easily and calculate numerical data. What makes a spreadsheet software program unique is its ability to calculate values using mathematical formulas by applying them to the data in cells. A good example of how a spreadsheet may be utilised is by creating an overview of your bank balance. Excel allows you to store, organise and analyse information quickly and efficiently. In this lesson, you will learn how to find your way around the Excel 2010 environment, including the new Backstage view, replacing the Microsoft button menu version of 2007. In addition, you will learn how to use and modify the Ribbon and the Quick Access Toolbar and how to create new as well as open existing workbooks.

Course Content

^ Unit 1: Getting started

- Identifying the elements of the Excel interface
- Navigate and select cells in worksheets
- Customise the Excel interface
- Create a basic worksheet
- Opening and saving

^ Unit 2: Performing calculations in an excel worksheet

- Creating Formulas in a worksheet
- Insert functions in a worksheet
- Copying and pasting formulas
- Calculate formulas over multiple sheets

^ Unit 3: Modifying an excel worksheet

- Edit worksheet data
- Find and replace data
- Copy, cut, paste and BODMAS (Brackets over Division, Multiplication, Addition and Subtraction)
- Automatic fill

^ Unit 4: Modifying the appearance of a worksheet

- Apply font properties
- Add borders and colours to cells
- Align content in a cell
- Apply number formatting
- Apply cell styles
- Adjust the row height and column width
- Insert and delete rows and columns

^ Unit 5: Managing an excel workbook

- Managing worksheets
- View worksheets and workbooks

^ Unit 6: Printing excel workbooks

- Define the page layout
- Print a workbook
- Printing the same row on each page
- Printing area

^ Unit 7: Other functions

- Using comments
- Spelling
- Automatic word corrections

^ Unit 8: Google sheets

- Google sheets

^ Accreditation

- Non-accredited: Short course only
- Duration: 4h 00m

- Delivery: Classroom/Online/Blended
- Access Period: 12 Months

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