This is to verify that **HIMANSHU BHATT** has completed the course **Excel 2021 for Beginners** on Alison.

HIMANSHU BHATT

Alison ID: 10469852

Course Completed: Excel 2021 for Beginners

Date Of Completion: 22nd September 2025

Email ID: 2408.himanshu@gmail.com

Total Study Time: 0h 57m

Scan To Verify

Final Assessment Score:

Alison courses requires at least 80% to pass the final assessment

88%

CPD Hours Completed:

CPD approved learning hours completed through this course

0-1h

Course Information

Using an Excel 2021 tutorial, this course provides accurate knowledge of this program and demonstrates the working principles of using Excel 2021. This course describes and clarifies the features and functions of the Excel 2021 program tools. It guides you through specific information about the personal preparation interface, helping you understand its dashboard and functions. We provide the answers to questions relating to the Excel 2021 tools, formulas and editing data, including navigating cells, rows and columns. We discuss the 'backstage' area and the valuable keyboard shortcuts you will use.

The course will then prepare you to customize your tools. You will be able to correctly use the tools in Excel 2021 to understand how to edit workbooks and worksheets, including working with templates. Next, you will discover how to evaluate absolute vs relative referencing and examine the distinct varieties of working with formulas and functions. We explain 'named ranges' and how to edit and use formatting in numbers and cells. What tools help you edit and modify workbooks? This course will clarify this question before finally conveying how to apply functions and formulas.

This course will equip you with the skills needed to use Excel 2021 if you are a beginner. It provides precise and detailed techniques you can apply in your working field. This tutorial on Excel 2021 is ideal for those starting a company or employees who want to learn how to use the spreadsheet program to its full potential. Register for this training course and become confident in using this program.

Modules Studied

Module 1: Introduction to Excel 2021

Module 2: Creating Your First Excel Spreadsheet

Module 3: Introduction to Excel Formulas and Functions

Module 4: Course assessment