

EXCEL BEGINNER

In a Beginner Excel class your team will learn how to utilise Excels menus, navigate workbooks, create basic formulas, format spreadsheets and choose the appropriate page set up and print options.

What's Included?

THE CLASS

- 1 Full day of interactive, personalised learning delivered by a Microsoft Certified Excel Expert and qualified trainer
- Discussion, hands on activities, printed reference material and practice files

Although our standard courseware is pre-set, the topics we cover are flexible and allow for queries specific to the participants work to set the direction of the class, ensuring maximum relevance.

THE VENUE

Courses can be delivered on-site, if you have the facilities or at our dedicated training venue (The IVC, 19 Young Street Adelaide [click here view](#)). Courses delivered at the IVC include a computer lab training room with seating and computers for up to 16 participants, morning tea and all day coffee making facilities.

What's Covered?

In our Beginner Excel class, we teach our students to confidently utilise Excel's various menus and shortcut keys, we explore Excels layout and screen elements, delve into the most common functions and we introduce our students to tools that will help them find and build the formulas they need the most.

Excel Screen Elements

- The Excel Ribbon
- Using the Quick Access Toolbar
- Exploring Various Menus
- Understanding different cursors

Understanding the Excel Layout

- Inserting Rows & Columns
- Resizing Rows & Columns
- Hiding & Unhiding Rows & Columns
- Inserting, Hiding & Removing Worksheets

Introduction to Formulas

- Mathematical Operations
- Auto Sum
- Referencing Cells & Ranges
- Using the Function Builder

Copy & Paste

- Methods of Copying
- Pasting Options
- Paste Special Techniques

Formatting Options

- Cell Formatting
- Text Formatting
- Basic Number Formatting
- Special Number Formatting

Understanding Ranges

- Navigating Large Data Sets
- Selecting Ranges
- Defining Ranges
- Naming Ranges
- Non-Contiguous Ranges
- Visible Ranges

Page Layout & Print

- Changing Orientation & Size
- Inserting, Moving & Removing Page Breaks
- Freeze Panes
- Setting the Print Area
- Printing Ranges
- Print worksheet objects
- Repeating Rows/Columns
- Creating Headers & Footers
- Page Scaling

THE COST

The cost of a full day standard Excel training course is \$1,200.00 (+GST), which includes:

- Flexible face-to-face delivery of Excel Beginner training for up to 16 participants
- Access to course files, instructional videos, reference sheets and bonus material after the class via our online learning portal
- Certificate of Completion for each participant

An additional fee for venue hire and/or catering may be applicable.

- *Prior completion of an Excel Beginner course or equivalent experience recommended*