

Microsoft Excel Introduction



Course Details

Course Name Microsoft Excel Introduction

Duration 0.5 Day

Course Code AFBMEIN

Assumed Knowledge No prior knowledge is required

Course Aims

The aim of this course is to introduce you to the basics of Microsoft Excel, a powerful spreadsheet application that can help you organize, analyze, and present data. You will learn how to create, format, and edit worksheets, use formulas and functions to perform calculations, and apply data analysis tools to summarize and visualize your data. You will also discover some of the new features, tips, and shortcuts that can enhance your Excel experience and productivity.

What You Will Learn

This course will teach you how to use Excel to create and manage worksheets with various types of data. You will learn how to enter and edit data, apply formatting, use formulas and functions, use data analysis tools, explore new features, apply hints and tips, and use keyboard shortcuts.

Skills

- How to create, edit, and format spreadsheets using formulas and functions
- How to perform data analysis using charts, tables, pivot tables, and slicers
- How to use keyboard shortcuts to speed up your tasks and enhance your user experience

Target Audience

The target audience for an Introduction to Microsoft Excel training course is anyone who wants to learn the basics of spreadsheet creation, manipulation, and analysis using one of the most popular and powerful tools in the market. This course is suitable for beginners who have little or no prior experience with Excel, as well as intermediate users who want to refresh their skills and learn some new tips and tricks.

Course Content

Module 1 – Getting to know Excel

Topic A Introduction to Excel

Topic B The Excel Interface

Module 2 – Exploring Excel

Topic A Formulas & Functions

Topic B Data Analysis

Module 3 – Making the most of Excel

Topic A New Features

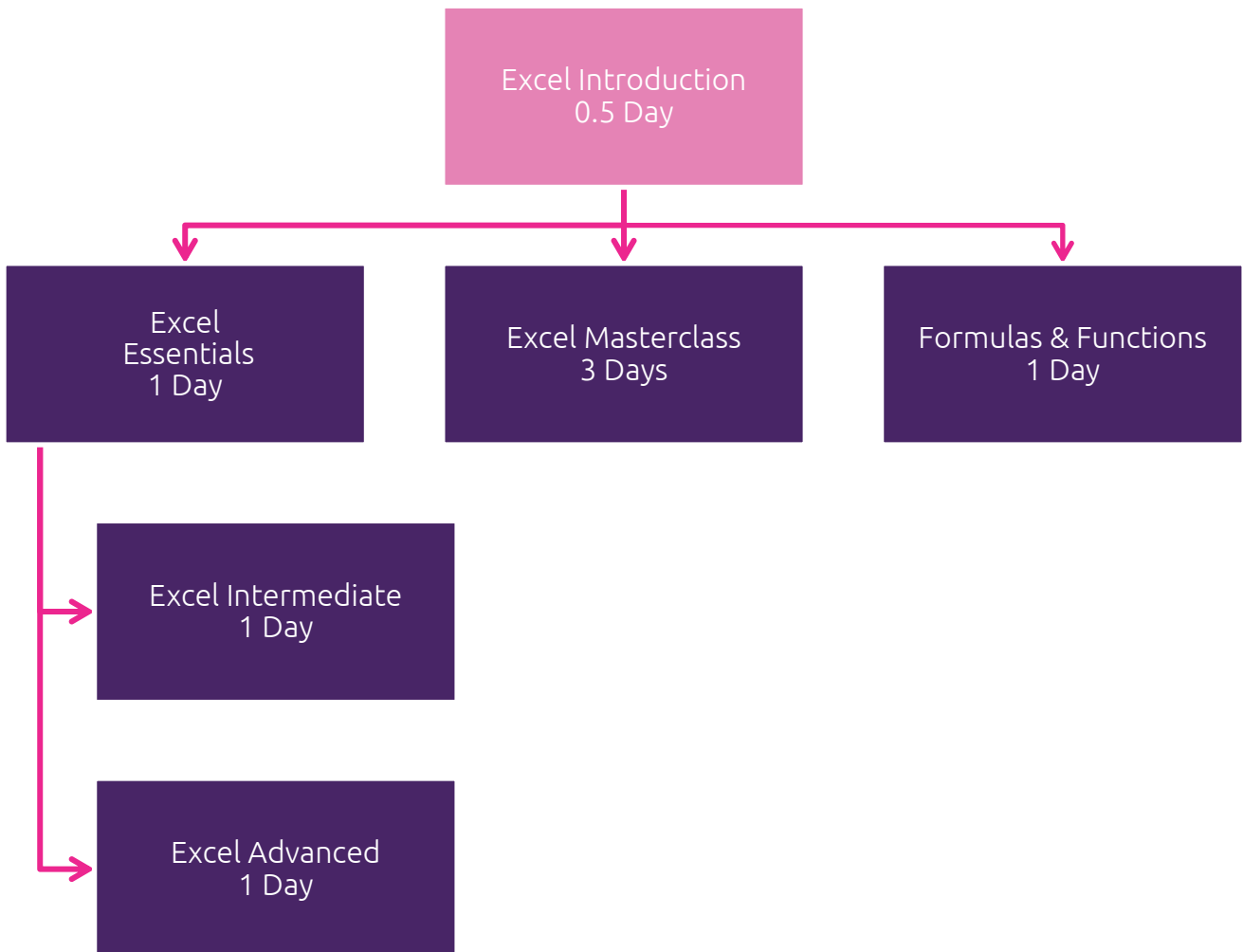
Topic B Hints, Tips & Best Practices

Topic C Keyboard Shortcuts

Course Progression

At Appetite, we understand the significance of Microsoft Office in a modern workplace and the benefits of understanding the full range of tools and features it has to offer outside of the basics. That's why we are excited to introduce our Microsoft Excel training courses, designed to empower employees with the essential knowledge and skills needed to produce amazing reports, data sets and more. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Excel and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft Excel and advance your career in the digital era by taking one of the following courses.



About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.







Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
   	 Certified  Corporation 