Microsoft Excel
Essentials

Course Details

Course Name Microsoft Excel Essentials
Duration 1 Day
Course Code AFBMEE
Assumed Knowledge No prior knowledge is required

Course Aims

The aim of this course is to provide you with the essential skills and knowledge to use Microsoft Excel effectively. You will learn how to create, edit, format, and analyse data using a variety of features and functions. You will also learn how to create and customise charts and graphs to visualise your data and communicate insights. By the end of this course, you will be able to use Excel for various purposes, such as data entry, data analysis, reporting, and decision making. You will also be introduced to some of the advanced tools and AI features that Excel offers to enhance your productivity and creativity.

What You Will Learn

This course will teach you the essentials of Excel, from basic data entry and formatting to advanced data analysis and visualisation tools. You will learn how to use formulas, functions, tables, pivot tables, pivot charts, charts, AI features, and more to work with data efficiently and effectively. You will also gain a solid foundation of Excel skills and knowledge that will prepare you for more complex and advanced Excel topics.

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

This course is suitable for anyone who wants to learn the basics of Microsoft Excel and how to use it for data analysis. Whether you are a student, a professional, or a hobbyist, this course will help you master the essential features and functions of Excel and make your work easier and more efficient. You do not need any prior knowledge of Excel to take this course, but you should have a basic familiarity with Windows and common office applications.

Course Content

Module 1 – Getting started with Excel

Topic A Introduction to Excel
Topic B The Excel Interface
Topic C Navigating Worksheets

Module 2 – Basic Data Entry & Formatting

Topic A Entering & Managing Data
Topic B Formatting Cells
Topic C Number Formats
Topic D Filling Data

Module 3 – Basic Formulas & Functions

Topic A Using Formulas
Topic B Using Functions
Topic C Keyboard Shortcuts

Module 4 – Basic Data Analysis

Topic A Sorting Data
Topic B Filtering Data
Topic C Subtotaling Data

Module 5 – Working with Worksheets & Workbooks

Topic A Managing Worksheets
Topic B Managing Workbooks
Topic C Viewing Options

Module 6 – Charts & Graphs

Topic A Creating Charts
Topic B Customising Charts
Topic C Formatting & Styling Charts

Module 7 – Printing & Page Setup

Topic A Print Options
Topic B Page Setup
Topic C Print Preview

Module 8 – Basic Data Analysis Tools

Topic A Conditional Formatting
Topic B Data Validation
Topic C Removing Duplicates
Topic D Basic Data Transformation

Module 9 – Introduction to Tables & Filtering

Topic A Creating Tables
Topic B Table Features
Topic C Table Collaboration

Module 10 – Introduction to Pivot Tables

Topic A What are Pivot Tables?
Topic B Creating Pivot Tables
Topic C Customising Pivot Tables

Module 11 – Introduction to Pivot Charts

Topic A Creating Pivot Charts
Topic B Filtering Pivot Charts
Topic C Formatting Pivot Charts

Module 12 – Exploring Excel Functions

Topic A The IF Function
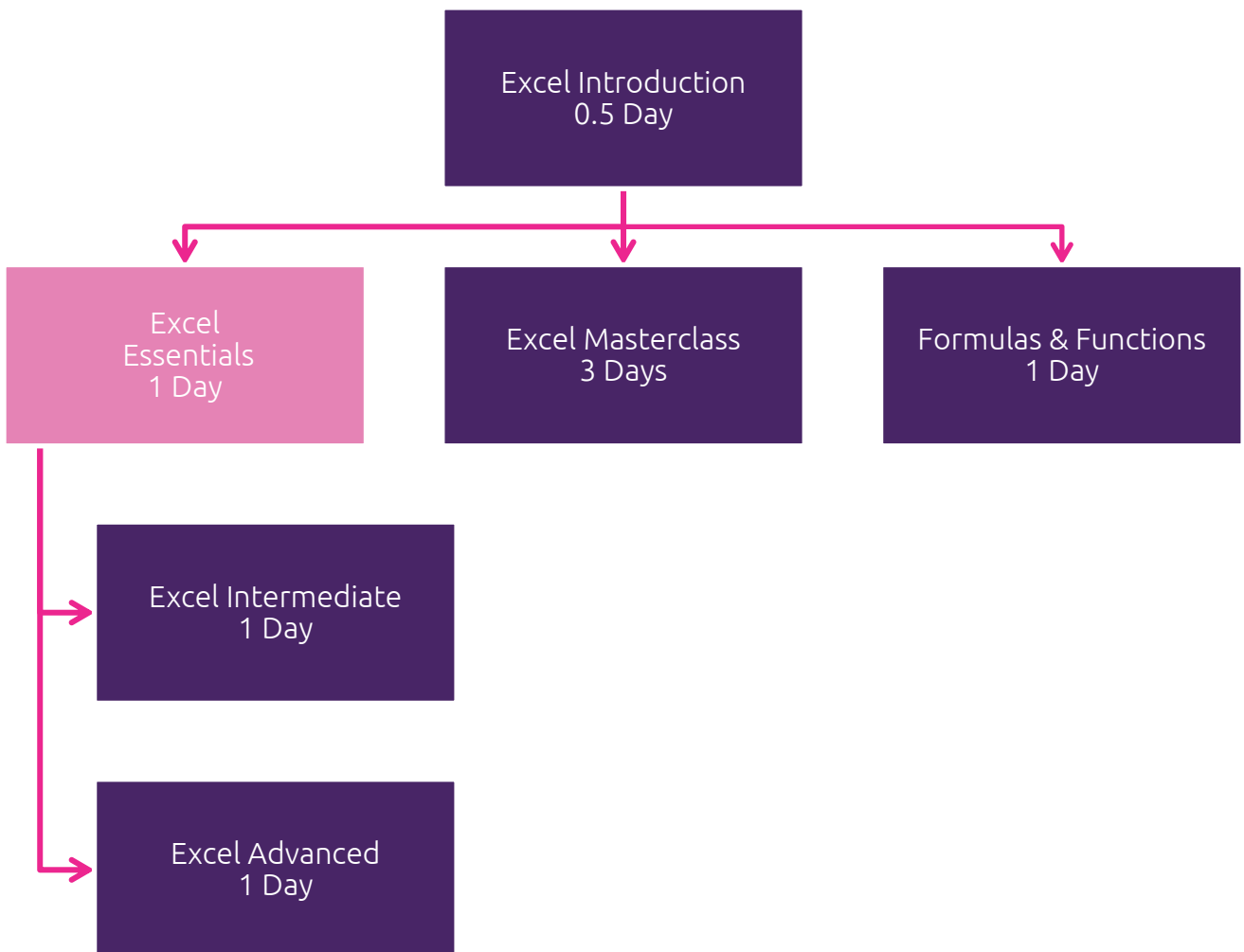Topic B The VLOOKUP Function
Topic C The COUNTIF & SUMIF Functions

Module 13 – Excel & AI

Topic A Analysing Data with AI
Topic B Copilot

Appetite

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.

```
                        ┌──────────────────────┐
                        │  Excel Introduction  │
                        │       0.5 Day        │
                        └──────────────────────┘
        ┌─────────────────────────┼─────────────────────────┐
        ▼                         ▼                         ▼
┌───────────────┐        ┌───────────────────┐      ┌──────────────────────┐
│     Excel     │        │ Excel Masterclass │      │ Formulas & Functions │
│   Essentials  │        │      3 Days       │      │        1 Day         │
│     1 Day     │        └───────────────────┘      └──────────────────────┘
└───────────────┘
        │
        ├──────────▶ ┌──────────────────────┐
        │            │  Excel Intermediate  │
        │            │        1 Day         │
        │            └──────────────────────┘
        │
        └──────────▶ ┌──────────────────────┐
                     │    Excel Advanced    │
                     │        1 Day         │
                     └──────────────────────┘
```

Appetite

Certified
B
Corporation

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
CYBER ESSENTIALS	Microsoft Solutions Partner — Modern Work	Microsoft PARTNER PLEDGE
CYBER ESSENTIALS PLUS	Certified B Corporation	TECHTALENT CHARTER: SIGNATORY
nqa. ISO 27001 INFORMATION SECURITY MANAGEMENT	Learning & Performance Institute — Accredited Learning Technologies Provider Gold Standard	disability confident COMMITTED
nqa. ISO 9001 QUALITY MANAGEMENT		better business act
		We are a Living Wage Employer
		We've made our Social Mobility Pledge — Outreach, Access, Recruitment

Appetite

Certified B Corporation