

MICROSOFT EXCEL ESSENTIALS LEVEL 1

Create spreadsheets. Analyze data.
Work efficiently.

Build a solid foundation in Microsoft Excel. Learn how to navigate worksheets, enter and format data, perform basic calculations, organize information, and prepare professional spreadsheets for viewing and printing.


1 Day
(7 hours)



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This hands-on course introduces Microsoft Excel and demonstrates how it helps users navigate worksheets, enter and format data, perform basic calculations, organize information, and prepare professional spreadsheets for viewing and printing.



WHO THIS COURSE IS FOR

- ✓ New or occasional Excel users
- ✓ Anyone who wants greater confidence working with spreadsheets
- ✓ Professionals who need essential Excel skills for everyday tasks



EXPECTED OUTCOMES

After this course, participants will confidently navigate, manage, and use Microsoft Excel to create accurate and professional spreadsheets.



Navigate Excel workbooks and worksheets.



Enter and edit spreadsheet data.



Use formulas and AutoSum.



Format worksheets professionally.



Sort, filter, and manage data.



Print and share workbooks effectively.

COURSE TOPICS

01



Getting Started with Excel

Explore workbooks, worksheets, file types, navigation, and Help.

02



Navigating the Excel Interface

Learn the Excel ribbon, Quick Access Toolbar, and key commands.

03



Entering and Editing Data

Create labels, modify cell contents, and use Find and Replace.

04



Working with Formulas

Use basic formulas, AutoSum, AutoFill, and cell references.

05



Formatting Worksheets

Apply number formats, styles, borders, and more.

06



Managing Tables and Data

Create and edit tables, sort information, and apply filters.



GUIDED PRACTICE

- ✓ Practice Excel skills using realistic workplace scenarios.
- ✓ Get expert answers and practical guidance whenever questions arise after the course.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization and industry.



PRACTICAL

Real-world Excel examples.



IMMEDIATE IMPACT

Apply your new skills immediately.



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