XCELERATE TRAINING INSTITUTE

your learning & development partner

INFORMATION TECHNOLOGY

# Excel – Basic Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| 5 days | English | Classroom / Online |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 1 – 5 ???? 2027 | Live online | Online (live) | €1?200 |
| 13 – 17 ?????? 2027 | Live online | Online (live) | €1?200 |
| 11 – 15 ?????? 2027 | Barcelona | Classroom | On request |

### Register or ask a question

Online: x8ti.com/course/excel-basic-training-course-2/

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# Excel – Basic Training Course

## Introduction

This course by Xcelerate Training Institutes is designed for both beginners and those looking to refresh their basic skills. It offers a comprehensive approach to mastering essential Excel functionalities, equipping participants to effectively apply these skills in their professional roles. The course content is aligned with current industry standards and can be customized to meet specific training needs.

## Learning Objectives

### Upon completion of this course, participants will be able to:

- Grasp the fundamentals of Excel 2010 and its enhancements compared to previous versions.
- Efficiently navigate the Excel interface.
- Create and format Excel worksheets.
- Utilize various Excel formulas and functions.
- Generate charts and graphs from worksheet data.
- Manipulate and filter data effectively.
- Incorporate multimedia elements into worksheets and charts.
- Protect worksheets and workbooks to safeguard data.

## Training Methodology

The course by Xcelerate Training Institutes involves a blended approach, combining hands-on exercises with interactive lectures. Trainees will learn fundamental concepts like navigating the interface, data entry and formatting, basic formulas and functions, creating charts, and utilizing built-in tools. The training will emphasize practical application, using real-world scenarios to reinforce learning. Participants will receive step-by-step guidance, supported by visual aids and clear explanations. Regular assessments and quizzes will evaluate understanding and progress, ensuring a comprehensive learning experience.

## Benefits for Your Organisation

Excel empowers organizations by providing a versatile platform for data organization, analysis, and visualization. Its user-friendly interface and robust functionalities enable efficient data management, complex calculations, insightful reporting, and informed decision-making. By streamlining processes, improving accuracy, and uncovering valuable trends, Excel enhances productivity, cost-effectiveness, and overall organizational performance.

## Benefits for You

Excel's basic database capabilities offer a versatile and efficient way to organize, analyze, and manage data. It provides a user-friendly interface for creating tables, entering data, and applying formulas for calculations. Excel's powerful sorting and filtering functions enable you to quickly find specific information within your dataset. Additionally, it allows you to create charts and graphs to visualize trends and patterns in your data. While Excel may not have the full functionality of dedicated database management systems, it remains a valuable tool for handling smaller-scale databases and performing basic data analysis tasks.

## Who Should Attend

Individuals seeking to develop proficiency in Excel, including beginners and those aiming to expand their existing skills.

## Course Outline

### The Excel Interface

- Understanding the Excel Ribbon: new features in Excel 2010, commands, tabs, and groups.
- Basic Excel concepts: active cell, name box, formula bar, data entry.

### Navigating and Formatting Worksheets

- Efficiently moving around the worksheet.
- Selecting cells, ranges, rows, and columns.
- Adjusting row height and column width.
- Inserting and deleting rows and columns.
- Copying and pasting data.
- Freezing panes for better viewing.
- Auto-filling data.
- Managing multiple worksheets.
- Enhancing worksheet appearance: fonts, borders, colors, alignment, text wrapping, number formatting.

### Formulas and Functions

- Using built-in formulas: AutoSum, AVERAGE, MIN, MAX, COUNT, COUNTA.
- Creating custom formulas.
- Applying absolute values in formulas.

### Data Presentation and Analysis

- Formatting text, rows, and columns.
- Printing worksheets: setup, page layout, headers, and footers.
- Creating and formatting tables.
- Creating and customizing charts: types, resizing, formatting, data series.
- Adjusting worksheet view and print area.
- Importing and exporting text.
- Naming cell ranges.

### Data Protection

- Protecting workbooks and worksheets with passwords.
- Setting read-only permissions

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# Registration Form

## Excel – Basic Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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