



SOUTERS®

Business and Office Skills Training Specialists

MICROSOFT EXCEL COURSE – BEGINNER TO PROFICIENT LEVEL (CLASSROOM TAUGHT)

DESCRIPTION

Souters is a **Microsoft Certified Academy**, with a range of experience and qualified trainer that deliver our Microsoft Excel Courses. Our scheduled Excel courses are held in our Central London training centre. All of the courses are led by experienced professionals, who possess teaching and relevant work experience.

Our status as a Microsoft Certified Academy ensures that course and qualifications hold international recognition.

BENEFITS

Learning from experienced Excel trainers enables the learner to gain from their trainer's knowledge and experience. The high level of practical exercises ensures that learner will gain greater competence and confidence using Excel.

DATES AND DURATION

Please refer to our course schedule for our next scheduled course. The course will run from 10:30 to 16:30 for one day.

OBJECTIVE

To attain a proficient level in Excel.

COURSE FORMAT

Training is in Excel 2010 or 2013. We can offer other versions of Excel by [online training](#) or [bespoke](#) request for in-person training.

COURSE REQUIREMENTS

The course is at beginner/proficient level, so there are none.

OUTCOME

- **Certificate of attendance on our Microsoft Excel at a Microsoft Academy.**
- We can also offer Microsoft Certiport Exams to clients who would like to have their skills certified by Microsoft; these are an extra cost.



COURSE CONTENT

Get started in Excel:

- Basic within new workbooks and an overview of the functionalities of Excel 2010

Formatting in an Excel Workbook

- Formatting font; formatting cells; borders; colours, highlighting.
- Copying, cutting, pasting and other formatting issues in Excel 2010

Calculations in Excel

- Set out your first Excel calculation and entering a calculation formula
- Calculating a sum and other basic functions
- Reproducing data in adjacent cells

Increase your efficiency as an Excel user

- Simple numerical formats and checking spelling
- Find and replace
- Inserting/deleting/moving rows, columns and cells
- Copying to non-adjacent cells; how to merge cells; change cell style; change the orientation of cell content

Print an attractive document

- Page layout; print preview and printing
- Repeating row/column headings on printed pages; headers and footers; hiding elements of a sheet
- Page breaks and print area

Manipulating your Workbook

- Introduction to tables
- Sort data, customise the presentation, copy formatting, and work with automatic date.
- Date formats
- Splitting the window, freezing a column/row

Tables and Charts

- Subtotal rows; advanced filtering options
- Creating and managing a table
- Proficient Level Excel table: how you can sort and filter data in a table.
- Data series and chart axes
- Create striking charts
- Managing a chart
- Adding and removing items, formatting chart items Modifying a chart's text items Legend and plot area
- Chart type options

Tips and Tricks

- Copying values, copying with a link.
- Absolute reference in a formula
- Illustrate your data with graphics and art
- Inserting comments to cells
- Inserting and deleting sheets, sheet background Moving, copying, hiding sheets
- Cell ranges and using them

