

Excel Beginners Online course outline

Courses are delivered on Zoom. Materials/files/recordings/handouts are stored on a platform called [GiraffePad](#). They will be made available for up to a year afterwards.

Format:

- 4 x 90 minute sessions (can be done over 2 days (2 sessions per day) or 4 days (1 90 minute session per day)
- Each session is recorded.
- Homework will be assigned between sessions. Tutor happy to give feedback.
- Excel 365 is the Excel version that will be used but most of the topics are relevant for Excel 2010 and later.
- Participants are expected to have Excel and use a laptop. If the participants use a phone/iPad to access the training – functionality will be quite limited.
- While every effort will be made to cover all the material – it is possible – depending on the group that not all topics will be covered completely. If that happens, there will be materials uploaded to the Event Resources for reference

Section	Topics
Overview	The Excel environment
	Some terminology
	Meet Undo – your new best friend
Data Entry	Entering months and days
	Entering numbers and dates
	Help! I see #####
	Dos and Don'ts of data entry
	Adding comments
Data Formatting	Formatting text
	Formatting numbers
	Clearing all formats
Navigating	Inserting rows and columns
	Deleting rows and columns
Basic formulas	Overview
	Basic formula entry
	Addition/subtraction
	Multiplication/division
	Brackets
Basic functions	Sum
	Average
	Max
	Min
	Count

Section	Topics
	CountA
Fixing cells	Difference between relative and absolute copying
	Fixing a cell
	Fixing rows and columns
Charts	Use recommended charts and clean data
Worksheets	Housekeeping: Add/remove/move/copy/hide/copy&move to another workbook
	Simple 3D formulas
Lists	Creating a list
	Sorting a list
	Filtering a list
Printing	Orientation
	Getting it all to fit
	Print Titles
	Centring on a page
	Adding gridlines
	Add page numbers

Your Trainer.

Anne Walsh (AKA The Excel Lady – “Hey you, you’re the Excel Lady”) lives in the west of Ireland and is the author of a number of books on Excel. Her website is www.the-excel-expert.com . She likes to put the fun in functions and made Excel as accessible as possible.

- [Create Great Reports in Excel](#)
- [Curious about ways to speed up tedious data cleansing tasks in Excel?](#)
- [How to create great reports in Word](#)
- [How to track your training records in Excel](#)
- [Pivot Tables Explained - Unleash this Excel Superpower and turn your data into gold](#)

Your Excel Survival Kit: Your Guide to Surviving and Thriving in an Excel World" 2nd Edition - is now available on Amazon.com and Amazon.co.uk