

Introduction to Excel

£400 4 hours + venue costs if not at client office

Max 6 per group

In this half day course, we will cover the basics of Excel:

Get comfortable with Excel's layout and tools so you can work faster and smarter.

- What Excel is and how it's used in business.
- Opening, saving, and navigating between worksheets and workbooks.
- Zooming and adjusting your view for comfortable working.
- Understanding the Ribbon, formula bar, and layout.
- Adding or removing columns and rows.

Entering and Managing Data

Learn the easiest and quickest ways to input, edit, and manage data efficiently.

- Typing, editing, and clearing data in cells.
- Selecting multiple cells, rows, and columns.
- Speeding up data entry with Autofill and the Fill Handle.
- Using Flash Fill to quickly separate or join data (a powerful time-saver!).
- Using Cut, Copy, and Paste effectively with Excel's different paste options.

Performing Essential Calculations

Master the formulas that make Excel so powerful.

- Writing basic formulas to add, subtract, divide and multiply numbers.
- Using cell references to create flexible, dynamic, and reliable calculations.
- Essential functions: SUM, AVERAGE, MIN, MAX, COUNT, COUNTA, COUNTBLANK
- Performing percentage calculations, including increases and decreases.
- Understanding and fixing common formula errors.

Formatting & Organising Data

Make your spreadsheets clear, professional, and easy to read.

- Applying number formats (currency, percentage, date, etc.).
- Clearing formatting, data, and hyperlinks without a lot of manual work.
- Reuse formatting quicker and easily with the Format Painter.
- Adjusting column widths, row heights, and alignment.
- Using basic Conditional Formatting to highlight key information automatically.

Managing data with Lists & Tables

Bring structure and control to larger sets of data.

- Sorting data by a single column or with a Custom Sort.
- Filtering your information effectively.
- Creating Excel Tables to manage data more easily.
- Create subtotals to quickly analyse data.

Data Visualisation Fundamentals

Turn numbers into visuals that tell a story.

- How charts help you understand data better.
- Creating and customising basic charts (column, bar, line, pie).
- Creating more advanced chart types (stacked column, multi-axis/combo chart).
- Choosing the right chart type for your message.
- Editing chart elements like titles, labels, legends, and colours.

Finalising Worksheets & Printing

Finish your Excel files with confidence and share your work professionally.

- Checking spelling and using Find & Replace.
- Collaborating with others using Comments and Notes.
- Saving Excel files as a PDF to share with others.
- Adjusting page layout and print settings.
- Setting print areas, headers, and footers.
- The step-by-step process to printing neatly formatted spreadsheets without stress.