

KOENIG SOLUTIONS • COURSE OUTLINE

Introduction to Microsoft Excel

Learn to create, format and manage Excel workbooks, enter data, build formulas and prepare worksheets for printing.

1 Day

8 HOURS A DAY

10

MODULES

73

TOPICS

77

HANDS-ON ACTIVITIES

COURSE OVERVIEW

The Introduction to Microsoft Excel course is designed to equip learners with the foundational skills required to navigate and utilize Excel efficiently. Through hands-on lessons and practical labs, participants will learn to create and format workbooks, manage worksheets, enter and manipulate data, and utilize formulas for calculations. Starting with the basics of launching the application and creating a workbook, the course progresses to more advanced features like using the Ribbon interface, customizing the Quick Access Toolbar, and mastering the Backstage View for file management. With a focus on real-world application, the course will enable learners to perform essential tasks such as formatting cells, managing rows and columns, editing worksheets, and finalizing documents for printing. By mastering these skills, participants will be able to harness the power of Excel to organize and analyze data effectively, enhancing their productivity and data management capabilities in various professional contexts.

WHO THIS COURSE IS FOR

Target Audience for the “Introduction to Microsoft Excel” course:

Administrative Assistants

Office Clerks

Data Entry Clerks

Business Analysts (Beginner level)

Project Coordinators

Sales Associates

Marketing Assistants

Human Resources Assistants

Small Business Owners

Teachers and Educators

Academic Students

Financial Assistants

Accountancy Trainees

Research Analysts (Entry-level)

IT Professionals (who require Excel knowledge for data management)

Non-Profit Organization Staff

Entrepreneurs who manage their own data and reporting

What You Will Learn

- Create, save and close Excel workbooks and worksheets
- Navigate the Ribbon, Backstage View and Quick Access Toolbar
- Enter text, numbers, dates and hyperlinks into worksheets
- Format cells, fonts, alignment and number styles
- Apply formulas using operators, AutoSum and cell references
- Insert, delete and resize rows and columns
- Edit worksheets using Find, Replace and Format Painter
- Prepare worksheets for printing with margins and headers

COURSE SYLLABUS

10 Modules, 73 Topics

01

8 Activities

Creating a Microsoft Excel Workbook

This module explains how to create and start working with workbooks and worksheets.

TOPICS

- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook

02

6 Activities

The Ribbon

This module explains how to work with the Ribbon.

TOPICS

Tabs · Groups · Commands

The Backstage View (The File Menu)

This module explains how to work with the Backstage View.

TOPICS

- Introduction to the Backstage View
- Opening a Workbook
- Open a Workbook
- New Workbooks and Excel Templates
- Select, Open and Save a Template Agenda
- Printing Worksheets
- Print a Worksheet
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

The Quick Access Toolbar

This module explains how to work with the Quick Access Toolbar.

TOPICS

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Customize the Quick Access Toolbar

Entering Data in Microsoft Excel Worksheets

This module explains how to enter data in Microsoft Excel worksheets.

TOPICS

- Entering Text
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

06

20 Activities

Formatting Microsoft Excel Worksheets

This module explains how to format Microsoft Excel worksheets.

TOPICS

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Customize a Workbook Using Tab Colors and Themes
- Adding a Watermark
- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands

07

5 Activities

Using Formulas in Microsoft Excel

This module explains how to work with formulas in Microsoft Excel.

TOPICS

Math Operators and the Order of Operations · Entering Formulas · AutoSum (and Other Common Auto-Formulas) · Copying Formulas and Functions · Relative, Absolute, and Mixed Cell References · Working with Formulas

08

7 Activities

Working with Rows and Columns

This module explains how to work with rows and columns in Microsoft Excel.

TOPICS

Inserting Rows and Columns · Deleting Rows and Columns · Transposing Rows and Columns · Setting Row Height and Column Width · Hiding and Unhiding Rows and Columns · Freezing Panes · Working with Rows and Columns

09

7 Activities

Editing Worksheets

This module explains how to edit worksheets in Microsoft Excel.

TOPICS

Find · Find and Replace · Using Find and Replace · Using the Clipboard · Using Format Painter · Managing Comments

Finalizing Microsoft Excel Worksheets

This module explains how to finalize Microsoft Excel worksheets.

TOPICS

- Setting Margins
- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers
- Preparing to Print

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	Creating a Microsoft Excel Workbook	LAB: CREATING A MICROSOFT EXCEL WORKBOOK ■ Start Microsoft Excel ■ Create a Microsoft Excel workbook ■ Save a Microsoft Excel workbook ■ Understand the Status Bar ■ Add and delete Microsoft Excel worksheets ■ Copy and move worksheets ■ Split the worksheet window ■ Close a Microsoft Excel workbook
02	The Ribbon	LAB: THE RIBBON EXERCISES ■ Open a Workbook ■ Select, Open, and Save a Template Agenda ■ Work with tabs ■ Work with groups ■ Work with commands ■ Know which groups and commands are found on which tabs
03	The Backstage View (The File Menu)	LAB: BACKSTAGE VIEW EXERCISES ■ Print a Worksheet ■ Open a Workbook ■ Work with the Backstage view ■ Open a Microsoft Excel workbook ■ Start a new Microsoft Excel workbook ■ Use Microsoft Excel templates ■ Print a Microsoft Excel workbook ■ Personalize your copy of Microsoft Excel

#	MODULE	ACTIVITY
04	The Quick Access Toolbar	LAB: CUSTOMIZE THE QUICK ACCESS TOOLBAR - Add common commands to the Quick Access Toolbar - Add additional commands to the Quick Access Toolbar - Move the Quick Access Toolbar
05	Entering Data in Microsoft Excel Worksheets	LAB: ENTERING DATA EXERCISES - Entering Text and Using AutoComplete - Entering Numbers and Dates - Enter text in Microsoft Excel worksheets - Add or delete cells in worksheets - Add an outline for your data - Enter a hyperlink in a worksheet - Use AutoComplete - Enter numbers and dates in Microsoft Excel worksheets - Use the Fill Handle to add data to cells
06	Formatting Microsoft Excel Worksheets	LAB: FORMATTING WORKSHEETS EXERCISES - Customize a Workbook Using Tab Colors and Themes - Working with Font Group Commands - Working with Alignment Group Commands - Working with Number Group Commands - Understand various ways you can format Microsoft Excel worksheets - Select a range of cells within a worksheet - Hide worksheets - Add color to workbook tabs - Add themes to worksheets - Bold, italicize and underline text - Add borders to cells - Change text and cell colors - Change the font and font size - Align text - Wrap text - Indent text - Merge and center text - Change number formats - Change date formats - Show decimals
07	Using Formulas in Microsoft Excel	LAB: WORKING WITH FORMULAS - Understand math operators and the order of operations in Excel - Enter basic formulas - Use AutoSum to sum data with one click - Understand absolute, relative, and mixed cell references - Copy formulas and functions

#	MODULE	ACTIVITY
08	Working with Rows and Columns	LAB: WORKING WITH ROWS AND COLUMNS ■ Insert rows and columns in Microsoft Excel worksheets ■ Delete rows and columns in Microsoft Excel worksheets ■ Transpose rows and columns ■ Change row heights ■ Change column widths ■ Hide and unhide rows and columns ■ Freeze panes
09	Editing Worksheets	LAB: EDITING WORKSHEETS EXERCISES ■ Using Find and Replace ■ Using the Clipboard ■ Using Format Painter ■ Locate information in your worksheet using Find ■ Use Find and Replace to quickly replace data with other data ■ Use the Cut, Copy, Paste and Format Painter commands to edit worksheets ■ Manage comments
10	Finalizing Microsoft Excel Worksheets	LAB: PREPARING TO PRINT ■ Set margins in Microsoft Excel worksheets ■ Set the page orientation to portrait or landscape ■ Set the print area in a worksheet ■ Scale a worksheet so that all data prints on one page

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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✉ info@koenig-solutions.com