

KOENIG SOLUTIONS · COURSE OUTLINE

Basic Excel

Learn to build formulas, apply key functions and organise data using lists, tables and conditional formatting in Microsoft Excel.

8 Hours

DURATION

5

MODULES

23

TOPICS

COURSE OVERVIEW

This course covers core Excel formulas and functions, including math operators, AutoSum, text functions and cell referencing. It then moves into logical, criteria-based and lookup functions along with date functions. Later modules address organising data through sorting, filtering, duplicate removal and subtotals, working with formatted tables, and applying conditional formatting including formula-based rules.

WHO THIS COURSE IS FOR

Data Analysts

Administrative Staff

Finance Professionals

Office Executives

Report Preparers

LEARNING OBJECTIVES

- Apply basic functions such as AutoSum, Average, Max and Min
- Use relative, absolute and mixed cell references
- Build logical formulas with IF, AND, OR and nested IF
- Apply criteria-based functions such as COUNTIF, SUMIF and AVERAGEIF
- Apply LOOKUP functions including VLOOKUP and HLOOKUP
- Sort, filter and remove duplicates within a list
- Format data as a table and modify table styles
- Apply conditional formatting using built-in and formula-based rules

5 Modules, 23 Topics

01

Using Some Basic Functions and Different Types of Cell References in Microsoft Excel

TOPICS

- Math Operators and the Order of Operations
- Entering Formulas
- Basic Functions- AutoSum, Average, Max, Min, Count
- Text Functions- Proper, Lower, Upper, Concat
- Using Fill Handle
- Relative, Absolute, and Mixed Cell References

02

Working Functions in Microsoft Excel

TOPICS

- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()
- Using criteria based calculations like COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS() AVERAGEIF(), AVERAGEIFS()
- Using the LOOKUP Function (VLOOKUP, HLOOKUP, LOOKUP)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

03

Working with List

TOPICS

Sorting Data in list · Filtering Data in list · Removing Duplicates from List · Adding Subtotal to a List

04

Working with Tables

TOPICS

Format Data as a Table · Move between table and ranges · Modify Tables & styles · Define Title · Use of Total Row option

05

Advance Formatting

TOPICS

Applying conditional Formatting in Built · Using Formula based Conditional Formatting

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

Ready to Get Started?

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