KOENIG SOLUTIONS · COURSE OUTLINE

Basic Excel & Outlook for Howden

Learn to enter and format data, apply formulas and functions in Excel, and manage emails and calendars in Outlook.

2.5 Hours	12	34
DURATION	MODULES	TOPICS

2 hours. 30 minutes.

COURSE OVERVIEW

This course covers the fundamentals of Excel, starting with the workbook and worksheet structure, rows, columns and cells, then moving into data entry, formatting and basic formulas such as AutoSum and cell references. It continues with general, text and logical functions, followed by sorting, filtering, saving and printing worksheets. The second part introduces Outlook, covering the interface, composing and organising emails, and working with the calendar to create appointments and meetings.

WHO THIS COURSE IS FOR

- **Office Administrators**
- **Data Entry Staff**
- **Administrative Assistants**
- **Excel Users**
- **Email Users**

LEARNING OBJECTIVES

- Explain the difference between a workbook and a worksheet
- Apply formatting such as bold, font size and merge and center
- Calculate results using AutoSum and basic arithmetic formulas
- Apply general functions such as SUM, AVERAGE and COUNT
- Apply text functions such as UPPER, PROPER and TRIM
- Apply an IF statement to evaluate a simple condition
- Sort and filter worksheet data
- Compose, organise and search emails in Outlook

COURSE SYLLABUS

12 Modules, 34 Topics

PART 1 Basic Excel

Duration: 2 hours

01

Getting Started with Excel

TOPICS

What is Excel? · Workbook vs Worksheet · Understanding Rows, Columns, and Cells

02

Basic Data Entry & Formatting

TOPICS

Typing numbers and text · Formatting (bold, font size, color) · Adjusting row height and column width · Merge and center

03

Basic Formulas

TOPICS

- AutoSum
- Addition, Subtraction, Multiplication, Division
- Using cell references (Relative & Absolute)

04

General Functions

TOPICS

SUM · AVERAGE · MAX and MIN · COUNT

05

Text Functions

TOPICS

UPPER · LOWER · PROPER · CONCAT · TRIM

06

Logical Function

TOPICS

IF statement with simple condition

07

Sorting and Filtering Data

TOPICS

Sorting (A to Z / Z to A) · Simple Filters

08

Saving and Printing

TOPICS

Save vs Save As · Print Preview

PART 2 **Basic Outlook** Duration: 30 minutes

09

Understanding Outlook

TOPICS

What is Microsoft Outlook? · Navigating the Outlook interface

10

Working with Emails

TOPICS

Composing and sending emails · Reply, Reply All, and Forward · Adding attachments

11

Email Organization

TOPICS

Creating folders · Moving and deleting emails · Using Search

12

Calendar Basics

TOPICS

Creating an appointment or meeting · Viewing your calendar

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?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com