

# INTRODUCTION TO MICROSOFT EXCEL

COURSE OUTLINE

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# Introduction to Microsoft Excel

## Course Aims

The "Introduction to Microsoft Excel" course is designed to provide participants with a foundational understanding of Excel, one of the most widely used spreadsheet software. Through structured demonstrations and hands-on practice, participants will explore the Excel interface, work with worksheets and cells, enter and format data, build simple formulas and functions, and create clear, professional charts and graphs to visualise their work.

## Duration

6 hours (Face to Face or Virtual)

## Target Audience

This course is tailored for beginners who have minimal or no experience using Microsoft Excel. It's ideal for students, entry-level professionals, administrative staff, or anyone looking to acquire foundational skills in spreadsheet creation, data entry, and basic functions within Excel.

## Learning Outcomes

By the end of the course, participants will be able to:

- Navigate the Microsoft Excel interface, including ribbons, worksheets, and cells
- Create new workbooks and save files in different formats
- Enter and edit text and numerical data efficiently
- Format cells using fonts, alignment, borders, and shading
- Use Autofill and Flash Fill to speed up repetitive data entry
- Add, delete, resize and rearrange rows, columns and worksheets
- Build basic formulas using the four core operations and SUM and AVERAGE functions
- Apply relative and absolute cell referencing
- Create and format basic charts including bar, column and pie charts

# Course Content

## Session 1 - Introduction to Excel

- Overview of Microsoft Excel and its significance
- Navigating the Excel interface: Ribbons, Worksheets, and Cells
- Creating a new workbook and saving files
- Basic text entry and editing

## Session 2 - Basic Data Entry and Formatting

- Entering data and numbers in Excel
- Text formatting: font, size, style
- Cell formatting: alignment, borders, and shading
- Autofill and Flash Fill for repetitive data

## Session 3 - Working with Rows, Columns, and Sheets

- Adding, deleting, and resizing rows and columns
- Renaming and rearranging worksheets
- Using Excel's Zoom and Split features for better view

## Session 4 - Basic Formulas and Functions

- Introduction to Excel formulas and functions
- Performing basic calculations: addition, subtraction, multiplication, division
- Introduction to SUM and AVERAGE functions
- Relative and absolute cell referencing

## Session 5 - Basic Charts and Graphs

- Creating simple charts: bar, column, and pie charts
- Formatting and customizing charts
- Adding chart elements: titles, labels, and legends
- Changing chart types to visualise data