Core Microsoft Excel

Core Microsoft Excel – Empowering Beginners to Excel

The "Core Microsoft Excel" course is an introductory program designed to rapidly equip novice users with the foundational skills needed to navigate and utilize Microsoft Excel effectively. This 8-hour course covers all the basics from creating new spreadsheets to managing large workbooks. Participants will learn to work with data using basic formulas, format worksheets, customize the Excel environment, and prepare documents for printing, setting the stage for more advanced Excel functionalities.

What will trainees learn?

- Introduction to Excel Interface
- Creating and Managing Spreadsheets
- Working with Basic Formulas and Functions
- Formatting Text and Cells
- Sorting and Filtering Data
- Printing and Page Layout Management
- Workbook and Worksheet Organization
- Beautification Tables

How will this training benefit your company and employees?

Participants will start by understanding the Excel interface and basic worksheet creation, progressing to more complex tasks such as managing data with formulas and organizing large workbooks. They will gain skills in formatting text and cells to make spreadsheets professional and presentable. Additionally, the course will cover essential management techniques like sorting, filtering, and customizing the layout and print settings of workbooks. Trainees will also learn to tailor the Excel environment to their specific needs, enhancing both functionality and ease of use. By the end of this course, participants will be well-prepared to use Excel efficiently in their personal and professional lives.

Training is recommended to be deployed in 4- or 8-hour blocks over a total of 8 hours.

_____

MACRO Development is a leading provider of specialized employer training programs focused on mastering Microsoft's Power Platform and other popular Microsoft tools. With over 15 years of experience in sales and community development, our expert facilitators deliver customized, interactive workshops that cater to the unique needs of each organization. We equip employers with advanced skills to leverage Microsoft technologies effectively, enhancing communication, productivity, and operational efficiency in the workplace. Our training solutions are designed to transform business processes and drive success, ensuring organizations achieve their business objectives