



Microsoft Excel Basic

Practical Workplace Foundation - Course Outline

Course overview. This one-day, instructor-led course gives beginners, occasional Excel users and self-taught employees a structured foundation for everyday workplace spreadsheets. The emphasis is on entering and organising data, basic calculations, formatting, sorting and filtering, charts, and preparing worksheets for printing or distribution.

Duration	Level	Delivery	Certificate
1 day	Beginner / foundation	Onsite or virtual	Electronic attendance certificate

Course Objectives

- Navigate confidently within worksheets and workbooks
- Enter, edit, move, copy and organise spreadsheet information
- Create, open and save workbooks correctly
- Use AutoFill and other basic productivity features
- Create simple arithmetic formulas and understand calculation order
- Use core functions: SUM, AVERAGE, MIN, MAX and COUNT
- Format numbers, text, cells, rows and columns professionally
- Sort and filter basic business data accurately
- Create and edit simple charts
- Prepare worksheets for printing and distribution

Course Content

1. Introduction to Excel

- Introduction to spreadsheets and the Excel screen
- Navigating within a worksheet and workbook views
- Creating, opening and saving workbooks
- Using Excel Help where appropriate

2. Entering and Editing Data

- Entering, editing and deleting information
- AutoComplete and AutoFill
- Working with blocks/ranges of cells
- Moving and copying information
- Working with the Office Clipboard

3. Rows, Columns and Worksheet Layout

- Adjusting column width and row height
- Inserting and deleting rows and columns
- Basic worksheet organisation
- Using cell styles and Format Painter

4. Basic Formulas and Functions

- Understanding formulas and cell references
- Basic arithmetic operators and calculation order
- Creating simple custom formulas
- Using SUM and AutoSum
- Using AVERAGE, MIN, MAX and COUNT
- Accessing built-in Excel functions

5. Formatting Worksheets

- Changing fonts and font sizes
- Cell borders and fill colours
- Aligning, indenting, rotating and wrapping text
- Formatting numbers, dates, currency and percentages
- Applying consistent worksheet formatting

6. Sorting and Filtering Data

- Sorting text, numbers and dates
- Sorting A-Z / Z-A and smallest-largest
- Applying and clearing basic filters
- Filtering by selected values
- Recognising how blank rows and columns can disrupt a data range

7. Charts

- Creating a simple chart from worksheet data
- Selecting an appropriate basic chart type
- Moving and sizing charts
- Editing chart titles, labels and chart elements
- Formatting chart text and numbers
- Printing charts

8. Printing and Page Setup

- Previewing a workbook before printing
- Changing orientation and margins
- Setting and clearing the print area
- Working with page breaks and print titles
- Scaling worksheets to fit
- Adding headers and footers
- Printing worksheets

Practical Workplace Application

Exercises use straightforward workplace examples such as attendance registers, employee or supplier lists, expense tracking, stock lists, simple reporting worksheets and basic totals. The aim is to build reliable habits before delegates progress to Excel Intermediate.

Progression

Microsoft Excel Basic is the foundation of the College Africa Group Excel pathway. Delegates who are comfortable with these skills can progress to Excel Intermediate - Formulas, Data & Everyday Reporting, followed by the Advanced Excel pathway and specialist Excel training.