



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Excel Basic — Practical Workplace Foundation

Self-taught Excel habits cost time and cause errors in everyday spreadsheets

Duration: One day | **Level:** Beginner / foundation | **Delivery:** Onsite or virtual

The business problem

Many employees learned Excel by trial and error. They type totals by hand, format inconsistently, struggle to sort or filter a list and cannot print a worksheet that fits the page.

Small mistakes in simple spreadsheets flow into registers, expense lists and reports that others rely on.

You need this course if...

- Staff are new to Excel or use it only occasionally
- Totals are calculated on a calculator and typed in
- Lists are hard to sort, filter or read
- Worksheets print badly or across too many pages
- You want reliable habits before moving staff to Intermediate

How this course solves it

This one-day, instructor-led course gives beginners, occasional users and self-taught employees a structured foundation for everyday workplace spreadsheets.

The emphasis is practical: entering and organising data, basic calculations, formatting, sorting and filtering, charts, and preparing worksheets for printing or distribution.

Who should attend?

- Beginners and occasional Excel users
- Self-taught employees who want a proper foundation
- Administration, reception, support and junior finance or HR staff

Course content

1. Introduction to Excel

- Spreadsheets and the Excel screen
- Navigating worksheets 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 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
- Cell styles and Format Painter

4. Basic Formulas and Functions

- Formulas and cell references
- Arithmetic operators and calculation order
- Creating simple custom formulas
- SUM and AutoSum
- AVERAGE, MIN, MAX and COUNT
- Accessing built-in Excel functions

5. Formatting Worksheets

- 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
- Applying and clearing basic filters
- Filtering by selected values
- 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, sizing and editing charts
- Formatting chart text and numbers
- Printing charts

8. Printing and Page Setup

- Previewing before printing
- Orientation and margins
- Setting and clearing the print area
- Page breaks and print titles
- Scaling worksheets to fit
- Headers and footers

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.

After the course

Delegates will be able to:

- Navigate confidently within worksheets and workbooks
- Enter, edit, move, copy and organise information
- Create, open and save workbooks correctly
- Use AutoFill and other basic productivity features
- Create simple formulas and understand calculation order
- Use 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

Training format

Duration: One day

Level: Beginner / foundation

Delivery: Onsite or virtual

Certificate: Electronic attendance certificate

Excel pathway

Microsoft Excel Intermediate — Formulas, Data & Everyday Reporting

The step between Basic and Advanced Excel: references, IF, dates, Tables, filtering, Conditional Formatting and charts. [View course](#)

Advanced Excel Pathway

Four advanced courses from formulas and reporting to modern analysis. [View course](#)

Not sure which level your staff need?

College Africa Group's Excel Skills Assessment helps place delegates on the right course. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ms-excel/ms-excel-basic/ | [What our clients say about us](#)

Regards

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