

BASIC MICROSOFT EXCEL

Course Outline

1. Introduction to Excel

- What Microsoft Excel is
- Excel interface and workbook
- Worksheets, rows, columns, and cells
- Creating, saving, and opening workbooks

2. Data Entry & Editing

- Entering text, numbers, and dates
- Editing and deleting data
- Copy, cut, and paste
- AutoFill
- Undo and redo

3. Formatting

- Font, size, and alignment
- Borders and cell colours
- Number, currency, percentage, and date formats
- Adjusting row height and column width

4. Basic Formulas

- Understanding formulas
- Addition, subtraction, multiplication, and division
- Using cell references
- SUM, AVERAGE, MIN, MAX, COUNT

5. Organizing Data

- Sorting data
- Filtering data
- Finding and replacing information
- Removing duplicates

6. Tables

- Creating Excel tables
- Adding and editing records
- Table sorting and filtering

7. Basic Charts

- Creating simple charts

- Column, bar, and pie charts
- Adding titles and labels

8. Working with Multiple Sheets

- Creating and renaming worksheets
- Moving and copying sheets
- Linking information between sheets

9. Printing & Sharing

- Page setup
- Print area
- Print preview
- Saving as PDF
- Sharing Excel files

10. Practical Data-Entry Project

- Create a customer/student/employee database
- Enter and clean data
- Sort and filter records
- Apply formulas
- Format the spreadsheet
- Create a simple report/chart

Key Skills After Completion

- Data entry
- Spreadsheet formatting
- Sorting and filtering
- Basic formulas and functions
- Tables and simple charts
- Accurate online/administrative data handling