



Excel - Beginners

1-Day Curriculum for Beginner Excel - General User

Objective:

To introduce participants to the basic functions of Microsoft Excel.

Welcome and Introduction (15 minutes)

- Overview of objectives and Excel's role in data management.

Getting Started with Excel (40 minutes)

- Navigating Excel, data entry, basic formulas.

Break (10 minutes)

Formatting and Organizing Data (50 minutes)

- Cell formatting, AutoFill, sorting data.

Lunch Break (30 minutes)

Working with Formulas and Functions (50 minutes)

- SUM, AVERAGE, COUNT, practical exercises.

Break (10 minutes)

Creating Charts and Tables (50 minutes)

- Creating charts, formatting tables, practical exercises.

Wrap-Up and Q&A (20 minutes)

- Summary, open Q&A, and next steps.

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