Excel Basic Course - HRDF | HRC Corp

Training Methodology:

The Excel Basic course employs a blend of practical and theoretical teaching methods to ensure participants not only understand the concepts but also have hands-on experience. The course includes:

- Instructor-led demonstrations: Visual explanations of key features and functions of Excel.

- Hands-on practice: Exercises for learners to apply skills immediately in real-time.

- Interactive discussions: Q&A sessions to clarify doubts and encourage group participation.

- Step-by-step guides and exercises: Tailored practice sheets and real-world scenarios to reinforce learning.

- Assessments and feedback: Regular mini-tests and individual feedback to track progress and understanding.

Course Overview:

This course is designed for beginners who want to develop a solid foundation in Microsoft Excel. Participants will be introduced to Excel's most commonly used features such as data entry, basic formulas, formatting, and chart creation. By the end of the course, learners will have the confidence to create simple, organized spreadsheets and perform basic data analysis.

What You Will Learn:

- Excel Interface and Navigation: Understanding the layout, ribbon, and toolbars.

- Data Entry Techniques: Inputting and managing text, numbers, and dates.

- Fundamental Formulas: Introduction to simple formulas and functions like SUM, AVERAGE, and COUNT.

- Formatting and Layout: Formatting cells, rows, columns, and entire worksheets for better clarity.

- Introduction to Charts: Creating and customizing basic charts for data visualization.

- Data Sorting and Filtering: Basic techniques for organizing and filtering data.

Who Should Learn:

- Beginners: Individuals with no prior experience in Microsoft Excel.

- Administrative Assistants: Those managing day-to-day data entry and basic analysis.

- Small Business Owners: Entrepreneurs needing to track business finances or customer data.

- Students: Looking to gain basic Excel knowledge for academic or personal projects.

- Professionals: Anyone who wants to boost productivity with foundational Excel skills.

5 Training Modules:

Module 1: Navigating the Excel Interface and Basic Data Entry

- Overview of Excel's interface, ribbons, and menus.

- Entering data into cells and basic data manipulation.

- Adjusting column widths and row heights for better organization.

Module 2: Basic Formulas and Functions

- Introduction to simple formulas (addition, subtraction, multiplication, division).

- Using basic functions such as SUM, AVERAGE, and COUNT.

- Understanding cell references (relative and absolute).

Module 3: Formatting for Clarity

- Formatting cells with fonts, colors, borders, and alignment.

- Applying number formats for dates, currency, and percentages.

- Using conditional formatting to highlight key data points.

Module 4: Introduction to Charts and Data Visualization

- Creating basic charts (bar, line, and pie charts) for data presentation.

- Customizing charts with titles, labels, and legends.

- Understanding chart types and when to use them.

Module 5: Managing Data and Printing

- Sorting and filtering data for easy analysis.

- Introduction to data validation and basic protection techniques.

- Saving and printing worksheets with customized page layouts.

Conclusion:

Upon completion of the Excel Basic course, participants will be equipped with the fundamental knowledge and skills required to confidently use Microsoft Excel. They will be able to perform essential tasks such as data entry, basic calculations, and data presentation through charts. This course is ideal for anyone looking to develop a strong foundation in Excel for personal or professional use.