# Excel Foundations Course Overview

# Course Modules

## Essentials

- ➤ The Ribbon – what's in there, what's important, what's not.
- ➤ Layout of a workbook and a worksheet.
- ➤ Creating a file, saving, printing and the Quick Access Toolbar.
- ➤ Working fast in Excel - fast navigation and top keyboard shortcuts.

## Formulae

- ➤ Overview of the Function Library.
- ➤ Common functions and their application: VLOOKUP, HLOOKUP, XLOOKUP, SUM, SUMIFS, COUNTIFS, IF.
- ➤ How to create a calculation.

## Formatting

- ➤ Formatting words and numbers.
- ➤ Colouring and styling cells and worksheets.
- ➤ Grouping and hiding rows and columns.
- ➤ Filtering and sorting data.

## Arranging data

- ➤ Organising data into Tables.
- ➤ Presenting information through Graphs.
- ➤ Summarising and slicing & dicing data with Pivot Tables.

## Reviews & Views

- ➤ Reviewing spelling and creating comments.
- ➤ Protecting and Unprotecting cells and workbooks and using passwords.
- ➤ Freeze panes, Page break preview and Gridlines.

## What isn't covered

- ➤ VBA and Macros.
- ➤ In-depth graphs and graphical representations.

# Course objectives & format

## Course objectives

➢ Gain a solid foundation in Excel suitable for day-to-day users.

➢ Apply a range of useful, relevant Excel functionality to your work.

➢ Learn to construct simple formulae involving common functions.

➢ Utilise a range of inbuilt Excel tools in your daily tasks.

➢ Be able to format your work to look professional and presentable.

➢ Increase the speed with which you can work in Excel.

## Format

➢ Theory elements are taught through short video lectures, followed by video demos of the theory applied within Excel.

➢ High quality exercises are provided throughout to download and put your new knowledge into practice. These are set within a commercial context, making learning relevant, challenging and realistic.

➢ All exercises are accompanied by a downloadable solution file, along with a comprehenive video of the solution.

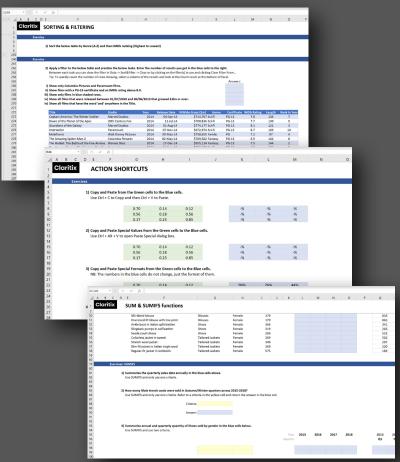➢ Regular quizzes are provided to help test your knowledge along the way.

## This is for...

➢ Newcomers to Excel and light users with limited experience of Excel's functionality or uses.

➢ Those looking to produce presentable work and wanting a thorough overview of Excel's applications.
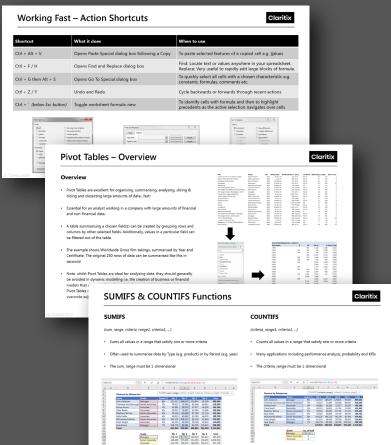
➢ Staff from all areas of a business that use Excel.

# Content Examples

## Theory Based

Theory is introduced by way of instructor-presented video lectures. These include thorough, descriptive explanation, and graphical examples.

Lectures are followed by comprehenisve and clear Excel demos that show how the theory is applied in a variety of ways.



## Practical Based

Throughout the course, participants will put into practice the theory they have just learnt by downloading comprehensive and commercially-orientated exercises, supported by solution files and videos.

Additionally, regular quizzes are provided to further challenge and test your knowledge.

# EXCEL SPREADSHEET
## *EXPERTS*

All Claritix courses are created by Dan Stockdale, a former PwC modeller and trainer who taught best practice modelling and Excel courses within the Firm. Dan also has a background in Finance teams across several industries, having worked in Commercial Analysis and Management Accounting. He qualified with the Chartered Institute of Management Accountants (CIMA) in 2010 and holds the ACMA and CGMA designations.

Our training courses are transformative. They have not been diluted down to go only halfway. They are broad and intensive, and expose participants to a wide range of Excel skills, as well as commercial knowledge, thinking and approach.

Practical experience in Finance, Analyst, Consulting and Strategy roles has been drawn upon to tailor content to include the most useful, powerful and relevant functionality that Excel provides, and omit the less so.

Participants can expect to leave the course with a step-change in applicable Excel knowledge. This aims to boost productivity, reduce risk in deliverables, and empower staff using the World's most prevalent and powerful business tool to add value in their work.