

Excel Fundamental

Who is the course for?

This session is a springboard for new users to get to grips with Excel, but also provides positive tips and tricks for experienced users. It is a hands-on review of essential Excel techniques with focus on best practice and time-saving strategies, laying the groundwork for many of the subsequent modelling techniques a user is likely to encounter.

What does the course cover?

Elements of the Excel workspace: quick ways to select and navigate; different ways to get help; workbook design – tips and best practice and useful keyboard shortcuts

Entering data: entering and editing different data types; copying and moving data between worksheets and workbooks

File operations: shortcuts and best practices when saving, closing, opening and creating new workbooks

Formulas: creating formulas; using cell references, both relative and absolute; using basic statistical functions, e.g. sum, average, count; using named cells and ranges

Presentation: formatting cells; applying Cell and Table styles; creating conditional formatting; copying formats; setting print ranges

More Information

This module is available via both open and closed course formats, meaning it can be tailored to suit your staff's requirements. Please [contact us](#) for more booking information.

Course duration: 90 minutes

Optimum's quality assurance: All our trainers are employed directly by Optimum and we are accredited by the LPI. We want to ensure the training we provide offers long term value. Each delegate will receive a full reference guide to take away, designed by Optimum's own trainers and project staff, as well as post-training telephone support for a year. Our class sizes are set at a maximum of eight delegates per class to ensure that you receive quality training on a more personal level. Optimum classroom sessions allow enough time for you to complete practice exercises and for trainers to answer any specific questions. This ensures that everyone fully engages with the course.