

## Excel Course 1

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**Course Fee: \$240 + Tax (CAD)****20 Course Hours****24/7 Online Access****Certificate Course****Assigned Instructor****Prerequisites: None**

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Olds College is proud to partner with Simply Training to deliver high-quality Canadian accounting courses, combining industry expertise with practical learning for student success.

### Course Description:

This hands-on course will teach you the simplicity of using Microsoft® Excel, a powerful application for organizing and analyzing data. You will begin with the basics and master the skills to create workbooks, sort and customize data, and work with formulas.

This course stands out from other Excel courses by offering hands-on exercises with step-by-step instructions, preparing you for real-world business use. The video tutorials provide clear demonstrations, along with practical tips and tricks for mastering Excel. Plus, you'll have a dedicated instructor to support you and answer any questions throughout the course.

Join hundreds of Canadians who've completed our Excel Courses and are now confident users.

### Excel Course 1 Topics:

- ✓ Excel Fundamentals and Terminology
- ✓ Navigating and Understanding the Structure of Excel
- ✓ Creating, Saving and Closing Workbooks and Worksheets
- ✓ Customizing Excel Options
- ✓ Entering and Editing Text, Numbers and Formulas
- ✓ Using Undo/Redo, Find and Replace, and Go To Commands
- ✓ Working with Ranges
- ✓ Using Copy, Cut, and Paste Commands
- ✓ Manipulating Rows and Columns
- ✓ Using the AutoFill and Flash Fill Commands
- ✓ Formatting Text and Cells
- ✓ Using the Format Cells Dialog Box
- ✓ Hiding/Unhiding and Freezing/Unfreezing Rows and Columns
- ✓ Adjusting Margins, Orientation and Paper Size
- ✓ Defining Print Areas and Printing a Worksheet
- ✓ Inserting and Editing Headers and Footers
- ✓ Understanding Relative, Absolute and Mixed References
- ✓ Using the AutoSum Command
- ✓ Using the Insert Function Command for Basic Commands
- ✓ Modifying Worksheets and Workbooks
- ✓ Copying, Renaming, Grouping and Repositioning Worksheets
- ✓ Adding and Deleting Worksheets
- ✓ Changing Worksheet Tab Colours
- ✓ Using 3D Referencing in Formulas

## The Course Includes:

- Getting Started Guide, Course Outline and Syllabus
- Assigned instructor for support and questions
- Excel Course 1 Manual in PDF to save and or print
- Excel Course 1 video tutorials
- Excel Course 1 hands-on exercises and quizzes
- Course Access for three (3) consecutive months, 24/7, anytime from anywhere
- Final Exercise
- Certificate upon completion
- Excel Course 1 Badge

**Note:** Students must have the Microsoft Excel Program Installed. Simply Training does not provide the Excel Program; system and equipment requirements are listed below.

## Course Requirements and FAQ:

**What are the prerequisites?** This Excel Course 1 is designed for beginners; no prior experience or prerequisites are required. Students must have basic computer knowledge of the Microsoft® Windows Operating System.

**Who should take this course?** The Excel Course 1 is open to anyone who wants to learn and start using the Microsoft Excel Program proficiently.

**When can I get started?** You can start this course at any time your schedule permits.

**How do the courses work?** Once you submit your registration, we will begin processing it, and your account login will be set up. Next, you will receive an email with your login details to access the course and get started. Once on the course page, lessons are laid out step-by-step, with a Getting Started Guide and the course syllabus.

**Where can I access the course from?** This course is available online with 24/7 access from anywhere, accessible via a computer with an internet connection.

**How long does the course take?** Your login account provides access to the course for three (3) consecutive months; you are assigned an access expiry date in your login email. The estimated time to complete the course is approximately 20 hours, including reading lesson material, completing and submitting exercises, and viewing videos. Therefore, you should schedule 20 course hours within three (3) months.

**How Do the Video Tutorials Work?** The instructional videos are streamed and accessed from the course page. They are easily viewable on any device using a video player. Videos can be viewed multiple times at your own pace.

**Which Excel Program is used for this course?** Students must provide and use one of the following full-licensed Microsoft Excel Programs: **Excel 2013, Excel 2016, Excel 2019, Excel 2021 or Microsoft Office 365 (2024).**

**Note:** You **cannot** use any Excel “Free” or “Starter” Program Versions, “Web App” or Mac Excel programs for this course. Simply Training does **not** provide the Excel Program.

## What are the Computer Requirements?

- ✓ A Windows computer with an internet connection
- ✓ Microsoft® Excel licensed program: versions previously listed
- ✓ Video player to view videos
- ✓ PDF Reader to download and read PDF documents.
- ✓ A printer (optional), if you choose to print the course materials.

**How do I contact the instructor for questions or if I need help?** Your instructor is there to help you succeed and communicates with you throughout the course. Students will submit exercises, which are reviewed, and feedback is provided. If you have questions or require help, your instructor is available by email and phone.

**Do I receive a Certificate?** Students receive a certificate after completing the course exercises, quizzes and final exercise, along with the Excel Course 1 Badge.

**Do you provide Verifiable hours for CPD (Continuing Professional Development) credits?** Yes, we provide students with a letter upon request.

**How Do I Register and Make Payment?** Registration for the course is available online, and the course fees are in Canadian Dollars (CAD).

### Below are the steps for registration:

- 1) Select the course and the “Register” button on the page.
- 2) Read and complete the terms and conditions.
- 3) **Step 1:** Complete the Student information.
- 4) **Step 2:** Complete the Billing information. It will display the course fee, sales tax, and the total payment.
- 5) **Step 3:** Select Payment; we accept all major debit and credit cards.
- 6) **Step 4:** Submit the registration. The Student will receive an email confirming registration. The Biller will receive an email confirming the registration and the payment receipt.

**Note:** Registration and payment information is secure; we do not share or sell any information to anyone.

If you have additional questions, please contact us by phone, TF: (888) 385-7007 or go to Simply Training's website and fill out the Contact Us form: <https://www.simplytraining.ca/>

If you are an employment or training agency and would like to register a student or a group of students for a course, please use the contact page to submit your request.