



Excel Full Course

Course Fee: \$440 + Tax

40 Course Hours

24/7 Online Access

Certificate Course

Assigned Instructor

Prerequisites: None

Course Description:

The Excel Full Course is a comprehensive bundle that includes both **Excel Course 1** and **Excel Course 2**.

In these Excel Courses, you will start with the basics of using the Excel Program and learn the program's basic and intermediate functions and features.

You will begin with Excel Course 1 and learn hands-on how to use Microsoft Excel, a powerful application for organizing and analyzing data. You will start with the basics and master the skills to create workbooks, sort and customize data, and work with formulas.

After completing Excel Course 1, you proceed to Excel Course 2 to expand your knowledge of using Microsoft® Excel for organizing and analyzing data. You will build upon your basic knowledge and master the skills to create tables, charts, graphics, and collaborate with workgroups, utilize financial and logical functions, date and time functions, and manage workbooks.

These courses are set apart from other Excel Courses, as you will gain experience with our hands-on exercises that provide step-by-step instructions and prepare you to work with Excel in a business. Additionally, the video tutorials offer demonstrations with valuable tips and tricks on how to utilize Excel effectively. You are also assigned an instructor to assist you during the course and answer any questions you may have.

This course provides exceptional value! Join the hundreds of Canadians who have completed our Excel courses and are confidently working with Excel.

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

Excel Course 2 Topics:

- ✓ Excel Terminology
- ✓ Creating, Entering and Formatting Tables
- ✓ Inserting and Deleting Rows and Columns in a Table
- ✓ Totalling and Sorting Data in a Table
- ✓ Using Auto Filter and Creating Custom Filters
- ✓ Converting a Table into a Range
- ✓ Creating, Moving and Resizing Charts
- ✓ Formatting Chart Layouts, Styles, Text, and Elements
- ✓ Changing Chart Types
- ✓ Customizing Axis
- ✓ Creating Advanced Charts: Pie, Maps, Funnels
- ✓ Moving Charts to Different Worksheets
- ✓ Saving Chart Templates
- ✓ Using and Customizing Sparklines
- ✓ Inserting Pictures, Shapes, Icons and 3D Models into a Worksheet
- ✓ Inserting WordArt and SmartArt
- ✓ Taking a Screenshot in Excel
- ✓ Inserting Simple and Complex Equations
- ✓ Introduction to Logical and Financial Functions
- ✓ Using IF, Nested IF and IFS Functions
- ✓ Using AND and OR Functions
- ✓ Using PMT, FV, and PV functions
- ✓ Using the Auto Calculate feature
- ✓ Introduction to Date and Time Functions
- ✓ Adding and Subtracting Dates
- ✓ Calculating Time Intervals
- ✓ Emailing a Workbook
- ✓ Converting Worksheets to Webpages
- ✓ Inserting Hyperlinks and Comments
- ✓ Creating, Editing and Using Workbook Templates
- ✓ Showing and Hiding Workbook Elements
- ✓ Creating a Workspace
- ✓ Comparing Workbooks Side by Side
- ✓ Saving Workbooks in Multiple File Formats
- ✓ Using Data Consolidation

The Course Includes:

- Getting Started Guide, Course Outline and Syllabus
- Assigned instructor for support and questions
- Excel Course 1 and Course 2 Manuals in PDF (download/print)
- Excel Course 1 and Course 2 video tutorials
- Excel Course 1 and Course 2 hands-on exercises in PDF and quizzes
- Course Access for six (6) consecutive months, 24/7, anytime from anywhere
- Course 1 and Course 2 Final Exercise
- Certificates upon completion
- Excel Course 1 and Course 2 Badges

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 Full Course begins with Excel Course 1; no prerequisites are required. Students must have basic computer knowledge of the Microsoft® Windows Operating System.

Who should take this course? These Excel Courses are open to anyone who wants to learn and use the Microsoft® Excel Program proficiently at a basic and intermediate level.

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 six (6) consecutive months; you are assigned an access expiry date in your login email. The estimated time to complete the course is approximately 40 hours, including reading lesson material, completing and submitting exercises, and viewing videos. Therefore, you should schedule 40 course hours within six (6) 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 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 and Course 2 Badges.

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 online.

- 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 and total fees, including the sales tax display.
- 5) **Step 3:** Select Payment; we accept all major Canadian debit and credit cards.
- 6) **Step 4:** Submit the registration. The Student will receive an email confirming registration, and the biller will receive an email confirmation with the payment receipt.

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

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.

Contact Us: 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/>