

Excel Full Course

Course Fee: \$440 + Tax (CAD)	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**.

This hands-on course introduces you to the ease and power of Microsoft® Excel, a leading tool for organizing and analyzing data. You'll start with the fundamentals and build the skills needed to create workbooks, sort and customize data, and work confidently with formulas.

After completing Excel Course 1, you proceed to Excel Course 2. This course will deepen your expertise in Microsoft® Excel, and builds on your foundational knowledge, you will master skills such as creating tables, charts, and graphics; collaborating in workgroups; using financial and logical functions; applying date and time functions; and managing workbooks efficiently.

What sets this course apart is its focus on practical, hands-on learning. Step-by-step exercises provide real-world experience, preparing you to use Excel confidently in a business environment. In addition, the video tutorials go beyond demonstrations, offering tips and techniques to maximize your Excel proficiency. You will also be assigned an instructor to support you throughout the course and answer any questions along the way.

This course offers outstanding value. Join the hundreds of Canadians who have completed our Excel training and now use Excel with confidence.

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? There are no course prerequisites for this Excel Course 1. This course is designed for beginners who want to learn Excel from the ground up.

Which Excel Program is required for this course? Students must have access to one of the following full-licensed Microsoft Excel Programs: Excel 2016, 2019, 2021, 2024 or Microsoft 365. Simply Training does **not** provide the Excel Program for this course.

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

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 read/print materials
- ✓ A printer (optional) if you prefer to print course materials

What are the computer skills requirements? Students must have basic knowledge of working with computers and the internet, and of using File Explorer to organize course materials. You also need to know how to send emails with attachments back and forth to the instructor.

How long does the course take? Your login account provides access to the course for six (6) consecutive months, and your access expiry date will be included in your login email. The course takes approximately 40 hours to complete, including reading the lessons, completing and submitting exercises, and watching the videos. Please plan to schedule about 40 hours of study time within your six-month access period.

Course language: All course materials are available in English only.

When can I get started? You can start the course whenever it works for you, on your schedule —everything is available online. Everyone can join—no application or admission requirements, you can start learning today!

How does the course work? After you submit your registration, we will begin processing it and set up your account login. You will then receive an email with your login details so you can access the course and get started. On the course page, the lessons are organized step-by-step and include a Getting Started Guide, the course syllabus and lesson materials.

How do I access the course? The course is delivered online and offers 24/7 access from any location through a computer with an internet connection.

How does the Video 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.

How do I contact the instructor with questions and support? An instructor will be assigned to guide you and provide ongoing support throughout the course. After registration, you will receive an email from your instructor to establish contact. All submitted exercises will be reviewed and returned with feedback. If you need assistance, your instructor can be reached by email or phone.

Do I receive a Certificate? Students receive a certificate after completing the course requirements, including course exercises, quizzes, and the final exercise.

How Do I Register and Make Payment? Registration for courses is online, and all 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 Canadian debit and credit cards.
- 6) Step 4: Submit the registration. The student receives confirmation of registration via email. The Biller receives the payment receipt and confirmation of the student’s registration.

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

If you have additional questions, please give us a call, 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.