SimplyTraining

Excel 1 Online Course 🍁

Course Fee: $220 + Tax	**20 Course Hours**	**24/7 Online Access**
Certificate Course	**Assigned Instructor**	**Prerequisites: None**

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 is 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. In addition, the video tutorials offer more than just demonstrations; they provide many tips and tricks to use Excel effectively. You are also assigned to an instructor to help during the course and answer questions.

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

Excel 1 Course 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, 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 Footer
- ✓ 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 and Course Outline
- Assigned instructor for support to answer questions
- Excel 1 Course Manual (online to print)
- Excel 1 Course video tutorials
- Excel 1 Course exercises
- Excel 1 Lesson quizzes
- Two (2) months access to course materials, anytime from anywhere, 24/7
- Final Exercise
- Certificate upon completion

Note: Students are required to have the Excel Program installed on their computer. Simply Training does not provide the Excel Program.

Course Requirements and FAQ:

What are the prerequisites? This Excel course is a beginner's course; there are no prerequisites required. However, students must have a basic working knowledge of using the Windows Operating System.

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

When can I get started? Our courses are on-demand, and you can start anytime, today or when your schedule permits.

How do courses work? Once you have registered, you receive a welcome email with your account login to access the course student's page to get started. The course lessons are laid out in an easy step-by-step format, with a Getting Started Guide, a Course Outline and Syllabus. Lessons have materials, videos, exercises and a short check your knowledge quiz.

Where can I access the course from? This course is online and can be accessed 24/7 from anywhere using a computer with an internet connection.

How long does the course take? The Excel 1 Course is estimated at 20-course hours; the estimated time includes reading course materials, viewing videos, completing exercises and quizzes and the final exercise. Course access is for two months, and your login automatically expires on the expiry date assigned. Course completion is at the discretion of the registered student.

How Do the Video Tutorials Work? The video tutorials are streamed and are accessed only from the course student's page. Videos are easy to view; you can watch them multiple times to assist in learning at your pace.

Which Excel Programs does this course use and apply to? You must have the Full Licensed Excel Program; Excel 2013, Excel 2016, Excel 2019 and Office 365. **Note:** You cannot use any Excel "Free" Programs, "Starter" Versions or "Web App" Excel Program for this course.

What are the Computer Requirements? Windows computer with an internet connection, video player and an Excel licensed program. Mac Licensed Excel Programs are not compatible with the course content. We do not provide technical support for Mac users.

How do I contact the instructor for questions and support? Your instructor is there to help you succeed in the course. You communicate with your instructor by email to submit exercises and quizzes, and your instructor replies with feedback. Your instructor is also available by phone and, when needed, online remote support.

Do I receive a Certificate? A certificate is issued to students who successfully complete the course exercises, quizzes and final exercise.

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

How Do I Register? To register for a course, the online process is easy.

1) Select the course and the "Register" button on the page
2) Step 1: Complete student's registration and billing information
3) Step 2: Fees and Payment (accepted payment types: Visa, MasterCard, and e-Transfer). We also have the option to select payment by phone. We do not accept American Express or Debit Cards.
4) Step 3: Registration confirmation, review the information and submit registration

Registration and payments are secure, and we do not share or sell your information. If you prefer to register over the phone, please call our office at (855) 422-5861.

Note: We reserve the right to make changes without notice.