

# SimplyTraining

## Excel 101 Online Course

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**18 Course Hours**

**24/7 Online Access**

**Course Fee: \$180 + Tax**

**Certificate Course**

**Assigned Instructor**

**Prerequisites: None**

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### Course Description:

In this hands-on course, you will learn the simplicity of using Microsoft® Excel, a powerful tool for organizing and analyzing data. You will begin with the basics and master the skills to create workbooks, sort data, work with formulas and design custom charts.

This course is set apart from any other Excel Course, as you will gain experience with our hands-on exercises that provide step-by-step instructions that prepares you to work with Excel in a business. The video tutorials offer more than just demonstration of using Excel, they provide many tips and tricks. Also, you are assigned to an instructor to help during the course and answer questions.

This course simply provides exceptional value! Join the thousands of Canadian who have completed our courses successfully and are working with the Excel Program confidently.

### Excel 101 Course Topics:

- ✓ Microsoft® Excel Fundamentals
- ✓ Navigating and understanding the structure of Excel
- ✓ Creating Workbooks and Worksheets
- ✓ Saving and naming Excel Documents
- ✓ Entering and editing text, numbers and formulas
- ✓ Creating basic formulas
- ✓ Working with basic Excel Functions
- ✓ Excel AutoSum, Shortcut Keys and AutoFill Command
- ✓ Modifying and Excel Spreadsheet
- ✓ Moving, inserting, changing rows, columns and cells
- ✓ Formatting Data in Excel Worksheets
- ✓ Printing Excel Worksheets
- ✓ Adding and Deleting Worksheets

**Course Includes:**

- Getting Stated Guide and Course Outline
- Assigned instructor for support to answer questions
- Excel 101 Course Manual (online for you to print)
- Excel 101 Course video tutorials
- Excel 101 Course exercises
- 3 months access to course materials, anytime from anywhere 24/7
- Certificate upon completion

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

**Course Requirements and FAQ:**

**What are the prerequisites?** This is an Excel beginner's course, there are no prerequisites to knowing the Excel program. Students must have basic knowledge of working with computers and experience with using Windows Operating Systems Program.

**Who should take this course?** Excel 101 Course is open to anyone who is new to Excel and wants to learn to use the program proficiently or anyone who is using Excel and wants to expand their basic Excel knowledge and skills.

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

**How does this courses work?** Once registered, you will receive a welcome email from your instructor with your login to access the course student page and to get started. On the course page, the lessons are laid out in an easy step-by-step format, with a Get Started Guide, Course Outline, Course Manual and lessons with a video tutorial, exercise and short online quiz to check your knowledge.

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

**How long does the course take?** You have three-months access to the course; an access expiry date is assigned with your Login email. The hours to complete this course is approximately 18 hours. On average, for people who are not working will complete the course in one to two weeks. For people who are working, on average it takes two to three weeks to complete.

**How Do the Video Tutorials Work?** The video tutorials are accessed from the course students page and are easy to view. The videos can be viewed many times, from anywhere, at any time, so you can learn at your own pace and on your schedule. To experience the level of content and quality of our videos, go to our YouTube channel and have a look at our free videos.

**Which Excel Programs does this course use and is applicable to?** Students can use Excel 2007, 2010, 2013, 2016, 2019 or Office 365.

**What are the Computer Requirements?** A computer with internet connection to access the course Student's Page and to access and view the video tutorials, Windows OS and have the Excel Program installed on your computer to complete the exercises.

**Who's the Instructor?** Alan Salmon FCPB, shares countless years of experience in teaching Excel to Accountants, Bookkeepers, Business Owners and office staff.

Alan cares about his students and is committed to ensure they learn the skills needed and prepares them in moving their career to the next level.

**How do I contact the instructor for questions or if I need help?** Your instructor is there to ensure you succeed in the course and is in communication with you throughout the course. Students submit their exercises and their instructor reviews the exercise and provides feedback. You can also contact your instructor by email and we also provide remote support to students as needed.

**Do I Receive a Certificate?** Yes, a certificate is issued to students who successfully complete the required course exercises and quiz submissions.

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

**How Do I Register?** We offer easy online registration, select the Register button on the page. We accept payment with Visa, MasterCard, PayPal, e-Transfer and Cheques. We do not accept American Express.

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