

SimplyTraining

Excel Full Course

Course Fee: \$420 + Tax

40 Course Hours

24/7 Online Access

Certificate Course

Assigned Instructor

Prerequisites: None

Course Description:

The Excel Full Course includes 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 the simplicity of using 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.

When you have completed Excel Course 1, you proceed to Excel Course 2 to expand your knowledge of using Microsoft® Excel, a powerful application for organizing and analyzing data. You will take your basic knowledge and master the skills needed to create tables, charts, graphics, workgroup collaborations, use financial and logical functions, use 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. In addition, the video tutorials offer more than just demonstrations; they provide many tips and tricks to use Excel effectively. You are also assigned an instructor to help during the course and answer questions.

These courses provide exceptional value! Join the hundreds of Canadians who have completed our Excel courses and are working with the program confidently.

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, 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

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 Guides, Course Outlines and Syllabus
- Assigned instructor for support and questions
- Excel Course 1 and 2 Manuals (online to print)
- Excel Course 1 and 2 video tutorials
- Excel Course 1 and 2 exercises
- Excel Course 1 and 2 quizzes
- Access for six (6) consecutive months to course materials, 24/7, anytime from anywhere
- Final Exercise
- Certificate upon completion

Note: Students must have the Excel Program installed on their computer. Simply Training does not provide the Excel Program; system and equipment requirements are listed below.

Course Requirements and FAQ:

What are the prerequisites? The Excel Full course starts with Excel Course 1, a beginner's course; no prerequisites are required. However, students must have a basic working knowledge of the Windows Operating System.

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

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 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 of a manual, 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 Course 1 is estimated at 20-course hours, and the Excel Course 2 is estimated at 20-course hours (40 hours total); the estimated time includes reading course materials, viewing videos, completing exercises and quizzes and completing the final exercise.

Both course access is for six (6) months, and your login automatically expires on the assigned expiry date. You will complete the 40-course hours within six (6) months. 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, 2016, 2019 and Office 365.

Note: You cannot use any Excel "Free" or "Starter" Program Versions or "Web App" Excel programs 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? You are assigned an instructor to help you succeed in the course. You communicate with your instructor by email, phone or remote support as needed.

Do I receive a Certificate? A certificate is issued upon successfully completing course exercises, quizzes and the 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) Read and accept the terms and conditions
- 3) Step 1: Complete student's registration
- 4) Step 2: Complete the billing information
- 5) Step 3: 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.
- 6) Step 4: Registration confirmation, review the information and submit the registration

Registration and payments are secure, and we do not share or sell your information to anyone. 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.