



Computer Training: MS Excel®

When you complete any of these MS Excel® training courses, **you'll receive a certificate** to confirm your proficiency. You can also "pick and choose" topics from any of these courses for [Q&A sessions](#) or [Project Kickstarts](#) (no certificates issued for Q&A or Kickstart sessions). You can also [purchase the workbooks](#) for these courses separately.

Microsoft Excel® Level 1

To get the most out of your Microsoft Excel instruction, we recommend that you first master the skills in our [Computer Literacy](#) course:

- Starting and shutting down your computer
- Using the mouse and keyboard
- Logging into Windows®
- Navigating the Windows® desktop, icons, menus, and window controls
- Understanding basic hardware and software terminology
- Using Windows Explorer®
- Understanding and navigating drive letters
- Organizing files and folders
- Basic selection tools, e.g. Ctrl+Click, Shift+Click, Click + Drag
- Basic text formatting
- Basic printing
- Basic file saving and opening



Microsoft Excel® Level 2

Using spreadsheets in MS Excel® will simplify routine calculations and help you present numeric information in a way that's easy to understand and manipulate.

Average course time: 3 hours

You'll need:

- [Computer Literacy](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft Excel® 6.0 or higher or Microsoft Office® 97 or higher

You'll learn:

- What is a spreadsheet
- What is a workbook
- Cell references and ranges
- Navigating between sheets
- Columns vs rows
- Inserting rows and columns
- Formatting text
- Formatting worksheets
- Autoformat
- Data types
- Basic formulas
- Locked cells and protection
- Sizing cells
- Introduction to 3D references
- Printing and emailing worksheets



Microsoft Excel® Level 3

Take the next step! When you've completed this course, you'll feel confident and competent working with most spreadsheets that are regularly used in business.

Average course time: 3 - 4 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft Excel® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Excel® Level 2](#) or equivalent experience

You'll learn:

- Formulas: IF, SUMIF, COUNT, COUNTIF, MIN, MAX, AVERAGE
- Autocalculate average, count, min, max, count num
- Absolute values
- External references and linked workbooks
- Inserting pictures and graphics
- Hyperlinks
- Smart tags
- Sorting
- Subtotals
- Formula vs Value displays
- Conditional formatting
- Find and replace
- Current date and date formats
- Basic filters and AutoFilter
- Freeze and split window
- Naming cells and ranges
- Headers/footers
- Merge and centre button
- Rotating text in a cell
- Saving worksheets as web pages



Microsoft Excel® Level 4

If you deal with complex documents, you need more advanced skills:

Average course time: 3 - 4 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft Excel® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Excel® Level 3](#) or equivalent experience

You'll learn:

- Charts and Graphs
- Templates
- Auditing
- Databases
- Database entry forms
- Advanced Filters
- Macros
- Web queries to import external data
- Goal seek
- Scenarios
- Basic pivot tables
- Lookup
- Data validation, input and error messages
- Comments



Microsoft Excel® Level 6

For complex spreadsheets or automation, macros written in Microsoft's Visual Basic for Applications is a powerful tool.

Average course time: 5 – 6 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft Excel® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Excel® Level 4](#) or equivalent experience

You'll learn:

- How to create and modify complex macros using the Microsoft Visual Basic for Application interface