Excel - Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Related Exam: MO-200; MO-201; Excel Associate (Office 365 and Office 2019)

Course Overview

Ready to start building your Excel skills from the ground up? This beginner Excel training course provides the foundation you need to grow your knowledge and become an expert in data manipulation over time. You'll learn how to create and format worksheets, perform basic calculation operations, work with charts and tables, and organize data efficiently. This course also covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201. Master the basics—and open the door to more advanced skills in data analysis, reporting, data visualization, and spreadsheet management.

About This Course

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Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills

Learning Outcomes

Upon successful completion of this course, participants will be able to:

In this Excel for beginners course, you'll learn how to create and format spreadsheets, apply Excel formulas and Excel functions, design and modify Excel charts, and organize information into structured tables and worksheets. You'll develop the confidence to use Excel like a pro, streamline everyday tasks, and set a strong foundation for advanced tips and future certifications.

Detailed Course Outline

Getting Started with Excel

- Navigate the Excel user interface and organize your workspace efficiently
- Use Excel commands and features, and locate tools with shortcut keys
- Create and save a basic workbook
- Access and use Excel Online for cloud-based collaboration
- Enter and edit data entry efficiently in worksheets
- Find help and support through built-in tools and Microsoft Support resources

Performing Calculations

- Build Excel formulas to perform calculations quickly
- Insert and manage Excel functions like SUM, AVERAGE, and logical operators
- Reuse and copy formulas and functions using step-by-step techniques

Modifying a Worksheet

- Insert, delete, and adjust cells, columns, and rows
- Search for and replace data, and use filter tools for data management

Formatting a Worksheet

- Apply text and number formatting, including borders and shading for visual emphasis
- Align, arrange, and organize worksheet content
- Apply colors, borders, and predefined styles for professional spreadsheets
- Apply basic conditional formatting to highlight trends
- Create and use templates to streamline repetitive tasks

Printing Workbooks

- Preview and print worksheets with correct page layout settings
- Configure headers and footers to provide context in printed sheets
- Customize your sheet layout for clean presentation

Managing Workbooks

- Manage multiple sheets and workbooks efficiently
- Update workbook properties to maintain organized files

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Excel - Part 1:

Start Date	End Date	Location	Delivery	Price
17 Nov 2026	17 Nov 2026	Online	Virtual	€295.00
20 Nov 2026	20 Nov 2026	Online	Virtual	€295.00
25 Nov 2026	25 Nov 2026	Online	Virtual	€295.00
30 Nov 2026	30 Nov 2026	Online	Virtual	€295.00
03 Dec 2026	03 Dec 2026	Online	Virtual	€295.00
08 Dec 2026	08 Dec 2026	Online	Virtual	€295.00
11 Dec 2026	11 Dec 2026	Online	Virtual	€295.00
16 Dec 2026	16 Dec 2026	Online	Virtual	€295.00
21 Dec 2026	21 Dec 2026	Online	Virtual	€295.00
24 Dec 2026	24 Dec 2026	Online	Virtual	€295.00
29 Dec 2026	29 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Excel - Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: Which exam does this course prepare me for?

This course prepares you for the MO-200; MO-201; Excel Associate (Office 365 and Office 2019) official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

Q: How many CPD hours does this course provide?

The 1-day Excel - Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Excel - Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Excel - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Excel - Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Excel - Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Excel - Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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