

COURSE CONTENT OVERVIEW

Microsoft Excel and Google Sheets Training for Beginners



As a beginner, Microsoft Excel and Google Sheets can appear complex, difficult or overwhelming tools to use. However, with a little bit of knowledge, you can start to include this common spreadsheet software in your day-to-day job role, and will soon find that your record-keeping and calculation skills are enhanced.

This short course provides you with written instructions for how the key functions of Microsoft Excel and Google Sheets work, alongside a short video for each function to show you how the skills work in action, plus a workbook for each module so you can practise the skills yourself. The content covered can be applied to both Microsoft Excel and Google Sheets. Google Sheets is a very similar spreadsheet program to Excel and is available to anyone with a Google account.

Module One: The Basics of Microsoft Excel and Google Sheets

This module covers the very basics of Excel and Google Sheets, helping you to get started with the software and understand what the different buttons, tabs and bars are for.

- Accessing Microsoft Excel and Google Sheets
- The Microsoft Excel and Google Sheets interfaces
- Cells, columns and rows
- Worksheet tabs
- Ribbon tabs in Microsoft Excel and Google Sheets
- Ribbon and formula bars
- Data formatting
- Basic number formats

Module Two: Introducing Formulas, Functions and Features

This module looks at some of the functions available to you in Excel and Google Sheets so that you understand more about how they can be used to your advantage. Short videos will be displayed during the module so you can see things in action and understand how they work.

- Formulas and basic calculations
- An introduction to functions
- Fill handle
- Relative, mixed and absolute references
- Sort and filter
- Conditional formatting
- Charts and graphs

Module Three: Popular Functions

This module looks at some of the popular functions available to you in both Microsoft Excel and Google Sheets to help you know what they are and what they could do for you. Short videos will be displayed during this module so you can see things in action and understand how they work.

- AVERAGE
- SUM
- SUMIF
- SUMIFS
- COUNTIF
- COUNTIFS
- IF
- IFS
- VLOOKUP
- Pivot Tables

Aims of the training

By the end of this short course, you will know how to:

- Understand Microsoft Excel and Google Sheets terminology.
- Perform simple calculations.
- Input, sort, filter and edit data.
- Use conditional formatting functions.
- Create charts, graphs and pivot tables.
- Use basic formulas and functions, including AVERAGE, SUM, SUMIF and SUMIFS, COUNTIF and COUNTIFS, IF and IFS, and VLOOKUP.