Excel - Excel Essentials and Formulas

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

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

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course is intended for those who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets. Excel can help you organize, calculate, analyze, revise, update, and present your data.

About This Course

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Who Should Attend

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows environment and be able to manage information on their computers.

Learning Outcomes

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

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyse the data that is critical to the success of your organisation.

Detailed Course Outline

Getting Started with Excel

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter and Edit Cell Data
- Fill Cells with Series of Data (AutoFill and Flash Fill)
- Use Excel Help

Performing Calculations

- Create Worksheet Formulas
- Insert Functions and use Autocomplete
- Reuse Formulas and Functions
- Create an Absolute Reference

Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Move and Copy Data between Cells
- Search for and Replace Data
- Use Spellcheck and Proofing

Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply and Copy Cell Styles
- Apply Basic Conditional Formatting

Printing Workbooks

- Preview and Print a Workbook
- Controlling Page Layout
- Adding Headers and Footers
- Set Print Titles and Print Ranges

Managing Workbooks

- Manage Worksheets
- Insert and Delete Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

Upcoming Schedule

Available training dates for Excel - Excel Essentials and Formulas:

Start Date	End Date	Location	Delivery	Price
07 Dec 2026	07 Dec 2026	Virtual Classroom - Zoom Link will be sent to you 7 days before the co	Virtual	€295.00
06 Jan 2027	06 Jan 2027	Virtual Classroom - Zoom	Virtual	€295.00
09 Feb 2027	09 Feb 2027	Virtual Classroom - Zoom	Virtual	€295.00
04 Mar 2027	04 Mar 2027	Online	Virtual	€295.00
06 Apr 2027	06 Apr 2027	Online	Virtual	€295.00
13 May 2027	13 May 2027	Online	Virtual	€295.00
02 Jun 2027	02 Jun 2027	Online	Virtual	€295.00
06 Jul 2027	06 Jul 2027	Online	Virtual	€295.00
05 Aug 2027	05 Aug 2027	Online	Virtual	€295.00
09 Sep 2027	09 Sep 2027	Online	Virtual	€295.00
06 Oct 2027	06 Oct 2027	Online	Virtual	€295.00
04 Nov 2027	04 Nov 2027	Online	Virtual	€295.00
01 Dec 2027	01 Dec 2027	Virtual Classroom - Zoom	Virtual	€295.00

Additional Course Details

Nexus Humans Excel - Excel Essentials and Formulas training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Excel - Excel Essentials and Formulas course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Excel - Excel Essentials and Formulas?

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: How many CPD hours does this course provide?

The 1-day Excel - Excel Essentials and Formulas 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 - Excel Essentials and Formulas 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 - Excel Essentials and Formulas?

Yes, we provide corporate training, dedicated training, and closed classes for Excel - Excel Essentials and Formulas. 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 - Excel Essentials and Formulas?

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 - Excel Essentials and Formulas 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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