Excel for Beginners

6-hour training

Dr. Benjamin Lorent

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Training Outline

This training is designed for either beginners or those with limited experience of Microsoft Excel. It is designed to give users a good introduction to the basic concepts of Excel. It explores the structure of the Excel workbook and demonstrates basic techniques required for working with spreadsheets. Participants will learn how to easily summarize and analyse data using formulas, functions and pivot tables and present results visually as charts. The training is divided into two parts. The first day is targeted at participants with no experience in Excel. The second day will introduce more advanced topics as data analysing. The training will be mainly illustrated with practical exercises in class.

Participants completing this training should be able to:

- Understand the general functioning of Excel
- Play with data using formulas and functions
- Classify and organize data with Tables
- Analyse data with Data Tables, Pivot Tables and Scenario Analysis
- Illustrate data with charts
- Present results

Training Structure

I. **Day 1: Getting Started with Excel**
   a) Introducing Excel: general layout, formula bars, format cells, ribbon…
   b) How to play with data: enter data, select and move data, change cells format, sort and filter data…
   c) How to create tables: change the look, how to navigate into a table, how to play with rows and columns…
   d) Working with basic Formulas and Functions (if, sumif, average, sum, count, countif…): editing formulas and functions, using formulas in tables, make links between cells and/or worksheets…

II. **Day 2: Analysing and Presenting Data**
   a) Working with more advanced functions to search or count (lookup, vlookup, hlookup, index, match…) as well as some finance formulas (PV, NPER, PMT, RATE, VC….)
   b) Analysing Data: Data tables, Pivot tables, Scenario analysis, Data validation…
   c) Presenting Data and Results: select data, create graphs and charts, choose the best chart type, modify charts…