



# Microsoft Excel Introduction



# Microsoft Excel Introduction

🕒 1 day 📍 Face-to-face, Live online, Workplace 💰 \$ 470

Microsoft Excel is an incredibly useful core program used in most workplaces, however the vast majority of Excel users only scratch the surface of its capabilities.

This one-day class is the perfect start to the world of Excel. You'll learn how to set up Microsoft Excel, navigate workbooks and save and close documents, how to make basic spreadsheets and select and format ranges of cells. You'll also practice basic Excel formulas and learn how to use functions like SUM, AVERAGE and COUNT to make quick calculations.

These basic Excel skills can be used to create budgets, graphs, lists, simple reports and more to complete a range of tasks in the workplace efficiently.

Once you have completed this Excel spreadsheet training and learned the fundamentals, take your skills to the next level with our Microsoft Excel Intermediate and Microsoft Excel Advanced courses.



Discover more at [swi.nu/excelintro](https://swi.nu/excelintro)

## Course highlights

- Understand the origins and basic use of spreadsheets.
- Start Microsoft Excel, navigate workbooks, and exit correctly.
- Create, modify, save, and close a simple workbook.
- Select ranges of cells in a workbook.
- Create formulas that perform calculations in a workbook.
- Copy and fill data, format cells, and print data in a workbook.
- Create a variety of charts and graphs in Excel.
- Use a range of techniques to work with worksheets.

## Who should attend?

People who seek to increase their digital literacy in the workplace, get a solid footing in Microsoft Excel, establish good habits from the outset, and understand the scope and potential of the software.

## Learning objectives

By completing this course, participants will be able to:

- Gain confidence with simple tasks in Excel.
- Reduce time spent on manual tasks that can be automated.
- Make your job easier.
- Start to get outcomes from Excel like budgets, graphs, and lists.
- Receive a participant course training manual to take with you.

## What you can expect

- A workbook to take home or to work that you can reference back to.
- Learn alongside professional peers, and network.
- Pathways to continue your studies with Swinburne Edge.
- The immediate knowledge and confidence to implement your new skills.

*Note: this course is taught on a Windows PC platform and is therefore suitable for Windows PC users only.*

## Pre-course work

There are no pre-requisites for this course.

## Dates

**View dates and register** for this course.

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## The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage. Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au).




"This course exceeded my expectations by far. Our facilitator was so professional, a great teacher and very patient. Great examples were used during the course too."

**Vanessa**  
Participant,  
Microsoft Excel Introduction





## Contact us

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