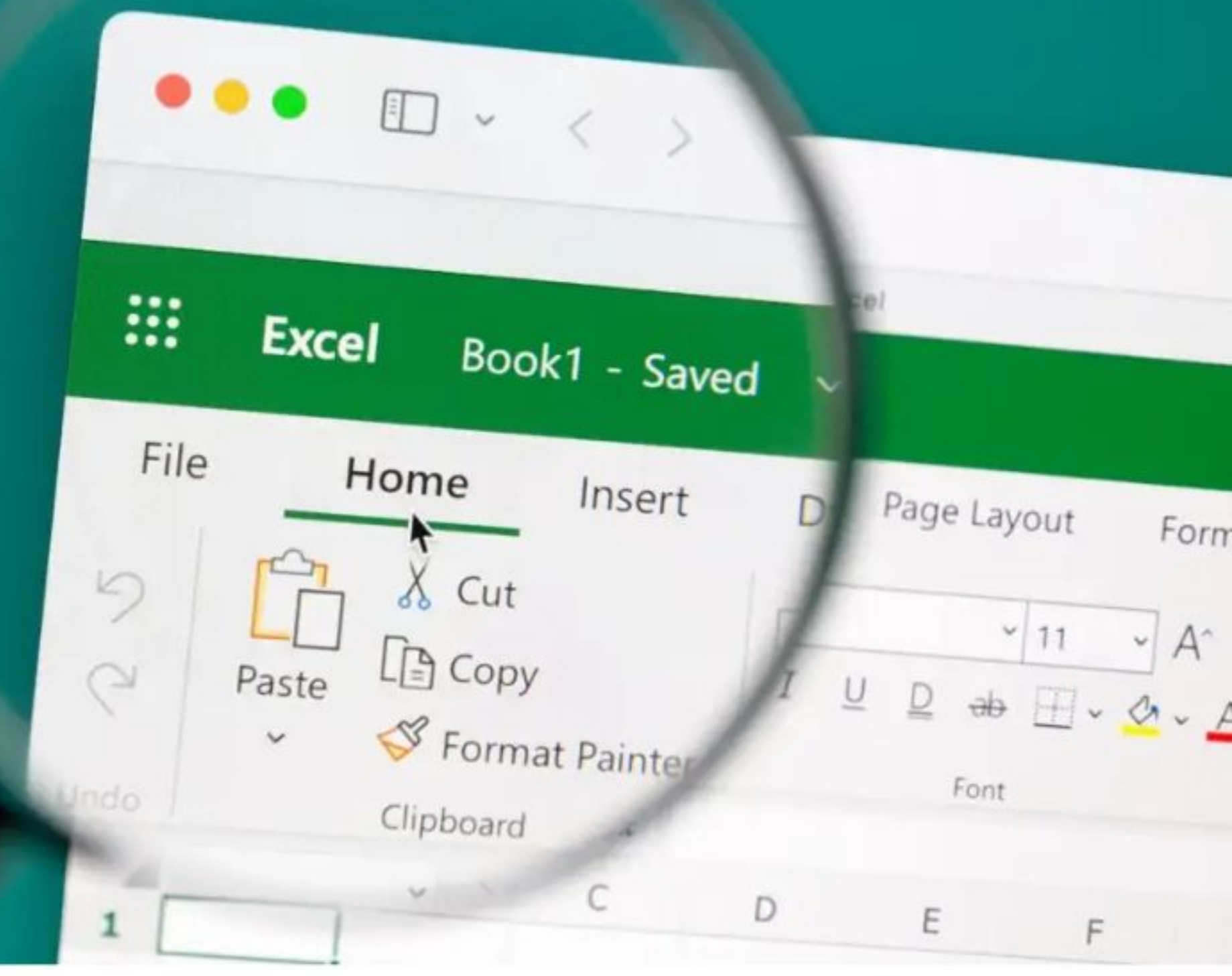**Excel**

# MICROSOFT EXCEL WORKSHOP

## BEGINNER LEVEL I

### REQUIRMENTS + OUTLINE

To conduct a successful Microsoft Excel workshop, we need to ensure the availability of the necessary lab requirements on site to provide a conducive learning environment. Here's a list of the essential lab requirements:

### HARDWARE

1. Computers: enough desktops or laptop computers for all trainees.
2. Projector and screen: a projector and screen are essential for displaying the demonstrations to the entire class.

### SOFTWARE

1. Microsoft excel: latest version of **Microsoft Excel** installed on all computers

### NETWORKING

1. Internet connectivity: access to the internet may be required for downloading resources or accessing online tutorials (if applicable)

### ACCESSORIES

Whiteboard or markerboard: a whiteboard can be used for additional explanations or to draw diagrams

# Day 1

## Introduction to excel (practical exercises for each topic + assignment)

### Explore the Excel Interface
• identify the ribbon, quick access toolbar, and formula bar
• recognize different tabs and their functions (home, insert, page layout, etc.)

### Understand Workbooks and Worksheets
• know how to create, open, and save workbooks
• learn to insert, rename, and delete worksheets

### Basic Navigation
practice scrolling using scroll bars and keyboard shortcuts
• learn zooming techniques for viewing data more clearly

### Working in Excel Worksheets
• enter or edit data in a worksheet
• select cells for a variety of purposes
• copy and move data
• work with rows and columns

# Day 2

## Basic formulas and functions (recap + practical exercises for each topic + assignment)

### Creating and Editing Formulas
• understand the structure of formulas (equals sign, operands, operators)
• practice creating formulas for simple calculations

### Order of Operations
• know how to create, open, and save workbooks
• learn to insert, rename, and delete worksheets

### Basic Navigation
• learn how excel evaluates formulas with multiple operations
• practice using parentheses to control the order of calculations

### Simple mathematical functions
• explore sum, average, count, min, and max functions
• apply these functions to different sets of data

# Day 3

**Data entry and formatting (recap + practical exercises for each topic + assignment)**

**Data Types in Excel**
• differentiate between text, numbers, and dates
• understand the importance of proper data types for accurate calculations

**Efficient Data Entry Techniques**
• master autofill for quickly populating cells with atterns
• utilize flash fill to extract or format data automatically

**Cell Formatting Options**
• experiment with font styles, font color, and cell background color, border
• learn about text alignment, indentation, and text wrapping

**Work with Tables**
• modify table data
• format table data

# Day 4

**Basic data management, creating charts & print output (recap + practical exercises for each topic + assignment)**

**Sorting Data**
• practice sorting data in ascending and descending order
• understand the implications of sorting on the entire dataset

**Filter Data**
• learn to apply filters to columns for easy data analysis
• practice filtering data based on specific criteria

**Freeze Panes and Split**
• understand how to keep headers visible while scrolling through large datasets
• practice using the split feature to view different sections of a worksheet

**Charts**
• learn the purpose of charts in data visualization
• explore different types of charts: bar, pie, line

**Finalizing the Print Output**
• printing the worksheet
• exporting the worksheet
• sharing the worksheet

**Trainees will be assessed at the end of the workshop.**