

Excel Basics Training

Course Duration: 40 Hours

Course Code: EBT-101

1. Course Overview

Excel Basics Training is designed to help beginners understand the fundamentals of Microsoft Excel. This course covers essential tools, formulas, and data management techniques to improve productivity, organize data efficiently, and perform basic analysis for professional and personal use.

2. What You'll Learn

- Introduction to Microsoft Excel interface
- Creating and formatting spreadsheets
- Basic formulas and functions (SUM, AVERAGE, COUNT)
- Data entry and data cleaning techniques
- Sorting and filtering data
- Creating charts and graphs
- Basic data analysis and reporting

3. Target Audience

- Students and freshers
- Working professionals
- Data entry operators
- Administrative staff
- Anyone looking to improve Excel skills

4. Pre-Requisites

- Basic knowledge of computers
- No prior Excel experience required

5. Course Content

- Introduction to Excel and Workbook Navigation
- Working with Rows, Columns, and Cells
- Data Entry and Formatting
- Basic Formulas and Functions
- Sorting, Filtering, and Data Validation
- Charts and Graphs Creation
- Introduction to Pivot Tables
- Basic Data Analysis Techniques