



Course Overview - Beginners Excel

A half day workshop on Excel for beginners covering effective table set up, functions, formulas, fixing cells in a formula, filtering, speed up tricks, automatic highlighting and more.

Learning objectives

By the end of workshop participants should be able to:

- Set up robust, auto-formatted Excel Tables
- Create simple formulas for data management
- Understand when aspects like merge cells and hide rows can be risky
- Analyse on the table using filter and sort
- Understand how to use AI to create complex Excel formulas

Pre-requisites

This workshop will be useful for those using Excel a few hours per month or need to start using it more (even those not using it at all). This course will help with some basics and some incredibly useful tips.

Proposed Contents

Intro	Using formulas	Text clean up	Tables & auto highlight
Terms: Workbook, worksheet, cells, formula, function, autofill	How to write basic formulas and get AI to write complex ones	Using Flashfill's AI for splitting or merging columns	Excel's built in "Format as table" timesaving feature
Shortcuts & speed up tricks	Functions: SUM, AVERAGE, TRIM	Number formats	Conditional format: eg. "Yes" in red, >10, <10
Filtering & sorting data	Fix cells in a formula using \$ or F4	Issues with Merge & Hide	How to effectively structure a table

Take home materials and documentation

1. Post training website featuring all post course resources [like this one](#) with:
 - a. Written notes on the key points covered
 - b. YouTube videos from the trainer's 12,000+ subscriber tutorial channel
 - c. Slides which were covered in class
 - d. The completed exercise files