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**Learning Style: Virtual Classroom**

**Technology: Microsoft**

**Difficulty: Beginner**

**Course Duration: 1 Day**

**Next Course Date: February 18, 2026**

# Microsoft Office Excel 2021: Part 1



## About This Course:

This course introduces the core functions and features of Microsoft Excel, enabling learners to build a strong foundation in spreadsheet management. You will learn how to perform calculations using formulas and functions, modify and format

worksheets for clarity and professionalism, and prepare workbooks for printing. Additionally, you'll gain the skills to manage and organize workbooks effectively. Whether you're new to Excel or looking to refresh your skills, this course will help you become more efficient in handling data, supporting better analysis and decision-making in any professional environment.

## Course Objectives:

- Apply basic and advanced formulas to solve real-world problems.

- Use functions such as SUM, AVERAGE, IF, and VLOOKUP to perform data analysis.

- Implement relative and absolute cell references in formulas.

- Insert, delete, and move rows, columns, and cells.

- Adjust column widths and row heights for better readability.

- Use tools like Find & Replace and AutoFill to enhance efficiency.

- Apply cell formatting such as fonts, colors, borders, and number formats.

- Use conditional formatting to highlight important data.

- Create visually appealing tables using themes and styles.

- Set print areas and adjust page layout settings.

- Use headers, footers, and page breaks to optimize printed output.

- Preview and print worksheets and workbooks effectively.

- Create, open, save, and organize workbooks.

- Protect workbook structure and contents using passwords and permissions.

- Share and collaborate on workbooks using cloud tools and version control

## Audience:

- Beginners who are new to Microsoft Excel and want to build a strong foundational skill set.

- Office professionals looking to enhance productivity by learning efficient data handling and reporting techniques.

## Course Outline:

- Perrform calculations

- Modify a worksheet

- Format a worksheet.

- Print workbooks

- Manage workbooks