

Digital Skills

Microsoft Excel – Beginners

Course Details

Price

£215.00

Start date

17 December 2025

Length

Half day (09:00-13:00)

CPD Points

4.00

Course Overview

This half-day course is designed to assist those wishing to learn the basic functions of Microsoft Excel. Delegates will learn how to create calculations and graphs, as well as getting to grips with formatting.

Course Content

- Introduction to Spreadsheets
- The Excel Workspace
- Formatting, copying and moving Worksheets and formatting cells, rows and columns
- Simple arithmetic calculations including working with percentages
- Creating and editing basic formulas using logical operators i.e. +, -, / and *
- Inputting data and automatic formatting and functionality

- Moving and copying Data
- Understanding a 'series' of data and Autofill function
- Understanding how a formula is entered and constructed
- Formatting numbers, text and cells
- Using the SUM function and other useful functions
- Understanding Print and Print Preview, scaling output and how to set and clear a Print Area

Benefits

This course will equip you with a sound beginners level knowledge of Excel and is the first of our Excel series, the others being Excel Intermediate and Excel Advanced.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Tonia Meakin

Digital Skills Lecturer at The Guernsey Institute. With over 20 years of experience across various roles in the IT industry, she has a real passion for teaching and upskilling. Specialising in Microsoft, she can provide you with the knowledge and confidence to succeed with technology, regardless of your current skill level.