

# Excel Best Practice for Beginners

## Session Description

This is a 1 hr demo session for new users of Microsoft Excel to instil best practices and skills for competent setup of worksheets by newly trained staff.

The demo session aims to teach correct data input, layout and formatting to allow for basic list tracking, data recording and for advanced features to work correctly.

## Learning Outcomes

By the end of the course, attendees will be able to:

- Understand the import aspects of correct worksheet setup
- Create simple sheets with clean layout
- Be aware of powerful and time saving features in Excel

## Session Duration

The demo session will last approximately 1 hour.

## Prior Knowledge

- Good general numeracy and a basic knowledge of Microsoft Office is useful, prior to attending.

## Session Content

- Interface Essentials
  - Quick ways of navigating and selecting
  - Quick ways of entering data
  - Mouse and Keyboard Tips
- Formatting and Layouts
  - Best practice for table design
  - Importance of Correct Number formats
  - Common Data Types: Dates, Currency, Phone Numbers, Postcodes
  - Tips for Efficient and Professional Printing
- Opportunities in Excel: Powerful Excel tools based on best Practices and correct Setup
  - Data Filters, Sorts, Calculations, Graphs, Pivot Tables.

## Session Delivery Format

The demo session will be delivered on-site by a Fusion Trainer via computer based demos with audience questioning and interaction (Delivery format may be subject to change, dependant on client facilities).