Digital Skills

Microsoft Excel - Beginners: The Essentials

Course Details

Price

£235.00

Start date

18 September 2026

Length

Half day (09:00-12:00)

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 Navigate, Filter Input and Format, as well as some basic formula.

Content

The course will cover the following topics:

- Introduction to Spreadsheets and the Excel Workspace
- Navigating, selecting, freeze pains and finding
- Sorting and filtering

- Inputting data
- Resizing and formatting
- Totals, Averages, Minimum, Maximum

Benefits

This course will equip delegates 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

Susan Watson

Susan Watson is a senior consultant and director with over 15 years' experience delivering business and technology solutions across finance and professional services. She specialises in making complex tools like Excel practical and accessible, with a focus on real-world application such as reporting, data analysis, and improving efficiency.