

One-Day Training Curriculum

Basic Microsoft Excel

Duration	1 day (6 hours of training + breaks)
Mode	Online or classroom
Target audience	Beginners with little or no prior experience in Microsoft Excel
Methodology	Instructor-led demonstrations, guided practice, and workplace examples

Training Objectives

- Navigate the Excel interface and manage workbooks and worksheets.
- Enter, edit, format, and organize spreadsheet data.
- Use basic formulas and commonly used functions.
- Sort and filter data for quick analysis.
- Create simple charts and professional-looking spreadsheets.
- Prepare spreadsheets for printing and sharing.

Module-Wise Agenda

Module	Topics Covered	Duration
1. Introduction to Excel	Overview of Excel and workplace applications; ribbon; workbook and worksheets; rows, columns, cells, and cell references.	30 min
2. Data Entry and Worksheet Management	Entering and editing data; selecting ranges; inserting and deleting rows/columns; resizing rows and columns; copying, moving, and using AutoFill.	45 min
3. Formatting and Presentation	Font styles; alignment; borders and fill colors; number formats; date and currency formatting; Format Painter; cell styles.	45 min
4. Basic Formulas and Functions	Creating formulas; arithmetic operators; cell references; SUM, AVERAGE, MIN, MAX, and COUNT.	60 min
5. Data Management	Sorting data; applying filters; find and replace; removing duplicates; basic data validation.	45 min
6. Tables and Conditional Formatting	Converting ranges into Excel tables; applying table styles; highlighting duplicates; using conditional formatting to identify values.	30 min
7. Charts and Visualization	Creating column, bar, and pie charts; adding titles, labels, and legends; basic chart formatting.	45 min
8. Printing and Review	Page layout; print area; orientation; scaling; print preview; saving files; recap and knowledge check.	60 min
Total Training Time		6 hours

Training Delivery Approach

- 30% conceptual learning: instructor explanations and demonstrations.
- 60% guided hands-on practice: participants apply Excel features and functions.
- 10% assessment and recap: knowledge checks, review, and Q&A.;

Assessment and Expected Outcomes

Participants will be assessed through a short knowledge check and guided Excel tasks covering data entry, formatting, formulas, sorting, filtering, and chart creation. By the end of the session, participants should be able to perform essential Excel tasks independently.

Prerequisite

Basic computer skills and familiarity with Windows. No previous Excel experience is required.

Scheduling note: The six-hour agenda represents instructional time. Lunch and short refreshment breaks should be scheduled separately.