



## COURSE SYLLABUS

# MS Excel Level 1

*Online Beginner Course*

| LEVEL    | DURATION | FORMAT | CERTIFICATE |
|----------|----------|--------|-------------|
| Beginner | 9 Hours  | Online | Included    |

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## COURSE OVERVIEW

This course is designed for complete beginners who want to build a strong foundation in Microsoft Excel. Participants will learn Excel navigation, data entry and formatting, Excel Tables, worksheets, essential formulas and functions, charts, and Data Validation.



COURSE LEVEL

Beginner



TOTAL DURATION

9 Hours



FORMAT

Online



ASSESSMENT

Quizzes + Practical + Final



CERTIFICATE

Certificate of Completion

## LEARNING OUTCOMES

- ✓ Navigate Microsoft Excel confidently.
- ✓ Create, save, and organize Excel workbooks.
- ✓ Enter and format different types of data.
- ✓ Create and manage professional Excel Tables.
- ✓ Sort and filter Table data.
- ✓ Use basic formulas and essential Excel functions.
- ✓ Work with multiple worksheets.
- ✓ Create and format basic charts.
- ✓ Create dropdown lists using Data Validation.
- ✓ Build a practical Excel workbook for personal or business use.
- ✓ Complete basic Excel tasks independently.

## COURSE MODULES



### MODULE 1 Introduction to Microsoft Excel

**30 Minutes**

- What is Microsoft Excel?
- Workbooks and worksheets
- Excel interface and basic navigation
- Rows, columns, cells, and ranges
- Entering and editing data
- Saving and opening Excel files
- Basic Excel terminology

**PRACTICAL ACTIVITY:** *Create and save a basic Excel worksheet.*



### MODULE 2 Basic Excel Operations

**45 Minutes**

- Entering text, numbers, dates, and percentages
- Copy, Cut, and Paste
- Undo and Redo
- AutoFill and Fill Series
- Inserting and deleting rows and columns
- Adjusting column width and row height
- Basic cell formatting
- Number formats

**PRACTICAL ACTIVITY:** *Create a simple expense or sales sheet.*

**MODULE 3** Understanding the Excel Ribbon**25 Minutes**

- Understanding the Ribbon
- Home, Insert, Page Layout, Formulas, Data, Review, and View tabs
- Quick Access Toolbar
- Finding and using Excel commands efficiently

**PRACTICAL ACTIVITY:** *Locate and use essential Excel tools.*

**MODULE 4** Excel Tables**50 Minutes**

- What is an Excel Table?
- Creating a Table from a data range
- Table styles and formatting
- Table headers
- Adding and removing table rows and columns
- Sorting and filtering Tables
- Total Row
- Structured Table references
- Automatic expansion of Tables
- Using Tables with formulas
- Converting a Table back to a normal range

**PRACTICAL ACTIVITY:** *Create a professional sales database using an Excel Table, then sort, filter, and calculate totals.*

**MODULE 5** Basic Formulas and Functions**1 Hour 30 Min**

- Understanding Excel formulas
- Formula syntax
- Mathematical operators
- Order of operations
- Cell references

- Relative and absolute references
- SUM, AVERAGE, MIN, MAX
- COUNT, COUNTA
- Basic percentage calculations
- Copying formulas
- Common formula errors

**PRACTICAL ACTIVITY:** *Build a sales calculation sheet using formulas and functions.*



## MODULE 6 Working with Multiple Worksheets

40 Minutes

- Creating and deleting worksheets
- Renaming worksheets
- Moving and copying worksheets
- Changing worksheet colors
- Navigating between worksheets
- Copying data between worksheets
- Basic references between worksheets
- Organizing a workbook professionally

**PRACTICAL ACTIVITY:** *Create Sales, Expenses, and Summary worksheets.*

**MODULE 7** Creating and Formatting Charts**1 Hour**

- Why charts are useful
- Selecting data
- Creating charts
- Column, bar, line, and pie charts
- Chart titles
- Formatting chart elements
- Choosing the appropriate chart type
- Creating professional-looking charts

**PRACTICAL ACTIVITY:** *Convert a sales dataset into a professional business chart.*

**MODULE 8** Data Validation**40 Minutes**

- What is Data Validation?
- Restricting data entry
- Creating dropdown lists
- Number and date restrictions
- Input messages
- Error alerts
- Preventing incorrect data entry
- Business applications of Data Validation

**PRACTICAL ACTIVITY:** *Create an order form using dropdown menus and Data Validation.*



## MODULE 9 Practical Excel Project

1 Hour

### Project: Small Business Sales Tracker

Students will create a complete Excel workbook containing:

- Product information
- Sales quantities
- Prices
- An Excel Table
- Sorting and filtering
- Automatic calculations
- Basic formulas and functions
- Multiple worksheets
- Data Validation dropdowns
- Professional formatting
- Summary section
- Business chart

**PRACTICAL ACTIVITY:** *Build a functional Excel workbook that can be used in a real small-business environment.*



## MODULE 10 Final Assessment & Review

1 Hour 20 Min

### Knowledge Assessment

- Excel terminology
- Workbook and worksheet concepts
- Tables
- Basic operations
- Formulas and functions
- Charts
- Data Validation

### Practical Assessment

- Create and format a worksheet
- Create an Excel Table
- Sort and filter data

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- Apply formulas and functions
  - Work with multiple worksheets
  - Apply Data Validation
  - Create a chart
  - Complete a practical Excel task

**Final Review**

- Common beginner mistakes
- Useful Excel shortcuts
- Best practices
- Review of key course concepts
- Introduction to Excel Level 2
- Final questions and answers



## COURSE TIME BREAKDOWN

| Module | Topic                      | Duration          |
|--------|----------------------------|-------------------|
| 1      | Introduction to MS Excel   | 0:30              |
| 2      | Basic Excel Operations     | 0:45              |
| 3      | Understanding the Ribbon   | 0:25              |
| 4      | Excel Tables               | 0:50              |
| 5      | Basic Formulas & Functions | 1:30              |
| 6      | Multiple Worksheets        | 0:40              |
| 7      | Charts & Chart Formatting  | 1:00              |
| 8      | Data Validation            | 0:40              |
| 9      | Practical Excel Project    | 1:00              |
| 10     | Final Assessment & Review  | 1:20              |
|        | <b>TOTAL</b>               | <b>9:00 Hours</b> |

## PREREQUISITES & CERTIFICATION

**Prerequisite:** No previous Excel experience required. Basic computer skills recommended.

**Assessment:** Module quizzes, practical exercises, and a final practical assessment.

**Certificate:** Participants who successfully complete the course requirements receive a Certificate of Completion — MS Excel Level 1.

**Ready to build your Excel skills?**

**NEXT MEDIA & MARKETING**

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