



Consulting and Training | Reach New Heights

Course Name

Excel - Entry Level

Sector Name

Information Technology

Document Type

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Course Introduction

Excel is one of the most widely used workplace tools—yet many professionals rely on without a solid foundation, leading to errors, poor organization, and wasted time. At the entry level, mastering Excel is not about advanced formulas, but about working accurately, efficiently, and confidently with data.

Developed by **Boost**, this course introduces Excel as a daily productivity and data-handling tool. The program focuses on building strong fundamentals that enable participants to organize information, perform basic calculations, format data clearly, and create simple, reliable spreadsheets for work use.

Boost's Excel - Entry Level course builds confidence and competence for beginners in real work scenarios.

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Target Audience

- ✓ Beginners with little or no Excel experience
- ✓ Administrative and operational staff
- ✓ Entry-level professionals
- ✓ Employees who use Excel occasionally
- ✓ Professionals seeking a strong Excel foundation

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Learning Objectives

- ✓ Navigate Excel confidently and understand its interface
- ✓ Enter, edit, and organize data correctly
- ✓ Apply basic calculations and formulas
- ✓ Format spreadsheets clearly and professionally
- ✓ Manage simple datasets accurately
- ✓ Avoid common beginner mistakes

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Course Outline

✓ DAY 01

Getting Started with Excel

Module 1: Understanding Excel Basics

- ✓ What Excel is used for
- ✓ Workbook, worksheet, cells, and ranges
- ✓ Navigating the Excel interface

Module 2: Entering and Editing Data

- ✓ Text, numbers, and dates
- ✓ Editing and correcting data
- ✓ Saving and organizing files

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Course Outline

✓ Day 02

Organizing Data Properly

Module 3: Structuring Simple Tables

- ✓ Rows, columns, and headers
- ✓ Consistent data entry practices
- ✓ Avoiding common layout mistakes

Module 4: Basic Data Management

- ✓ Selecting and moving data
- ✓ Inserting and deleting rows/columns
- ✓ Copy, paste, and filling tools

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✓ Day 03

Basic Calculations and Formulas

Module 5: Introduction to Formulas

- ✓ Understanding formulas and cell references
- ✓ Basic arithmetic operations
- ✓ Avoiding common formula errors

Module 6: Common Basic Functions

- ✓ SUM, AVERAGE, MIN, MAX
- ✓ Simple counting functions
- ✓ Using functions correctly

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Course Outline

✓ Day 04

Formatting and Presentation

Module 7: Formatting Data for Clarity

- ✓ Number and date formats
- ✓ Fonts, alignment, and borders
- ✓ Making spreadsheets readable

Module 8: Simple Data Visualization

- ✓ Creating basic charts
- ✓ Choosing the right chart type
- ✓ Interpreting visual data

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✓ Day 05

Practical Excel Usage

Module 9: Working with Simple Datasets

- ✓ Sorting and filtering data
- ✓ Finding and correcting errors
- ✓ Managing small datasets

Module 10: Excel Best Practices for Beginners

- ✓ File organization and naming
- ✓ Checking accuracy before sharing
- ✓ Building confidence in daily Excel use

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
May 10, 2027	May 14, 2027	5 days	4950.00 \$	Austria , Vienna
July 12, 2027	July 16, 2027	5 days	2150.00 \$	Virtual , Online
Oct. 18, 2027	Oct. 22, 2027	5 days	4250.00 \$	UAE , Dubai

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