The Online Business Academy

Understand Microsoft Excel **Inside-Out**

Study the **Certificate in Microsoft Excel** with

The Online Business Academy

ICOES

CPD CERTIFIED
The CPD Certification Service

✓ Gain in-demand, future-proof skills that employers value

✓ Study at your own pace, on your own schedule

✓ Learn from industry experts and experienced educators

✓ Real-world outcomes that lead to career advancement

Certificate in Microsoft Excel

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Welcome To **The Online Business Academy**

94%

of our graduates reported that their education at The Online Business Academy equipped them with valuable skills that they could apply in their professional careers.

96%

of our graduates say that The Online Business Academy provided them with up-to-date and industry relevant skills.

At The Online Business Academy, we are committed to helping you achieve your career goals through flexible and accessible online learning. With a team of industry leaders and education experts, we offer a world-class learning platform that is student-focused and designed to provide superior support. Our mission is to provide you with the skills and knowledge you need to succeed in your chosen field.

Our courses are carefully curated to ensure they are relevant, up-to-date, and practical, with a strong emphasis on real-world applications. We offer a wide range of courses across various industries, including accounting, bookkeeping, business, graphic design, video editing and digital marketing, web development, and more. All of our courses include assessments such as quizzes, assignments, and exams to measure your progress and provide you with valuable feedback.

We understand that life can be busy, which is why we offer a flexible approach to learning. Our online courses allow you to study when, where, and how you want, with no schedules, classrooms, or due dates to worry about. We also offer a range of support services, including access to a Career Centre, where you can get help with CV preparation, job search strategies, and interview skills.

A New Way To **Learn**

At The Online Business Academy, we are proud to be pioneers in a new era of education. We have taken a fresh approach to learning, embracing the latest technology and creating a platform that is accessible to everyone, everywhere. Our courses are designed to be engaging and interactive, offering students a unique opportunity to learn at their own pace, in their own time. We believe that education should be an exciting journey, full of discovery and growth. That's why we have created a learning environment that is dynamic, innovative, and designed to inspire.

#42

We provide 42 premium courses curated by leading industry professionals.

Why Choose The Online Business Academy

Choose the Online Business Academy for high-quality courses developed by industry experts, a user-friendly learning platform, and superior support to help you achieve your goals.

Industry Leading Courses

We're proud to offer industry-relevant courses designed by experienced professionals to equip graduates with the skills and knowledge needed for success.

Superior Support

We offer superior support to students like you with one-on-one expert tutor guidance and a range of resources to help you succeed in your learning journey.

Real Outcomes

We are committed to providing real outcomes by equipping students just like you with skills, knowledge and confidence to succeed in the workforce.

Certificate in Microsoft Excel

Master Microsoft Excel with ease and gain valuable skills that will give you an edge in today's job market. This course covers everything from basic navigation to creating complex formulas, making it perfect for beginners and those new to the program. Plus, upon completion, you'll receive a certificate that showcases your proficiency in this essential software.

Enrol Now

Learn More

Course Investment

$199

Course Duration

10 Hours

Course Outcomes

- Ability to navigate the Excel interface and use basic Excel functions such as formulas, formatting, and data validation.

- Understanding of how to use Excel's advanced functions such as PivotTables, conditional formatting, and data analysis tools.

- Ability to create and edit charts and graphs to effectively display data.

- Understanding of Excel's data management features such as filtering, sorting, and advanced filtering.

- Ability to work with large data sets and use Excel's tools for organizing, analyzing, and visualizing data.

- Knowledge of Excel's automation features such as macros, automation add-ins, and custom functions.

## Module 01   Microsoft Excel Basics

The Excel Basics module is the first module in the Certificate in Microsoft Excel course, designed for beginners who are new to Excel. In this module, participants will be introduced to the Excel environment and learn basic skills necessary to create and work with Excel workbooks. Participants will learn how to navigate the Excel interface, use the ribbon and quick access toolbar, and work with cells and ranges. The module will also cover using OneDrive, a cloud storage service that allows users to save and share their Excel workbooks with others. This module provides a foundation for the rest of the course and lays the groundwork for more advanced Excel skills covered in subsequent modules.

Module 02   Working with Cells and Sheets

The Working with Cells and Sheets module provides students with fundamental skills and techniques to work effectively with cells and sheets in Excel. The module covers key topics such as cell basics, including entering, selecting, and editing cells, modifying columns, rows, and cells, and formatting cells. Participants will also learn about number formats, including currency, date and time, and percentages. The module also covers working with multiple worksheets, including how to insert, rename, move, copy, and delete worksheets. Other topics covered include using Find & Replace to quickly locate specific data in a worksheet, checking spelling, and page layout and printing options. By the end of this module, students will have the skills and knowledge to create, format, and manage cells and sheets in Excel.

Module 03   Formulas and Functions

The Working with Formulas and Functions module in the Microsoft Excel course is an essential component for learners looking to become proficient in using Excel for data analysis. In this module, participants will learn how to create and edit formulas in Excel, understand and use simple functions such as SUM, AVERAGE, and MAX to perform calculations, and explore more advanced functions such as IF, COUNTIF, and VLOOKUP. They will also learn how to use cell references, absolute and relative references, and how to troubleshoot formula errors. The module emphasizes hands-on practice exercises, allowing learners to work with formulas and functions in Excel and apply their newly acquired knowledge in real-world scenarios.
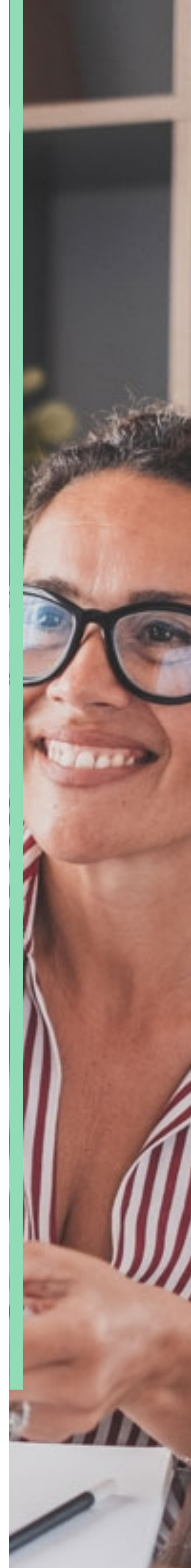
Module 04   Working with Data

This module focuses on data management techniques and tools. Students will be introduced to various tips and tricks for organizing and structuring data, such as freezing panes and sorting data. They will also learn how to filter and group data effectively and use tables and charts to represent data visually. Additionally, the module covers conditional formatting, which enables learners to highlight specific data based on certain conditions. By the end of this module, students will have a strong foundation in data management skills that will help them work more efficiently and effectively in Excel.

Module 05   Doing More with Excel

In this module, students will explore advanced features of Microsoft Excel that will help them work more efficiently and effectively with large amounts of data. They will learn about data analysis tools such as PivotTables and PivotCharts, which can be used to quickly summarize and analyze data. The module also covers collaboration tools, including co-authoring and sharing workbooks, as well as techniques for inspecting and protecting sensitive data. By the end of this module, students will have gained advanced Excel skills that will enable them to work with complex data sets and collaborate more effectively with others.
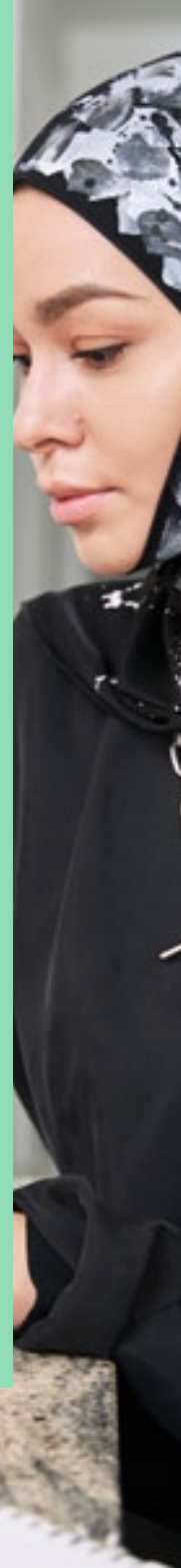
Module 06   Microsoft Excel Extras

This module aims to cover a range of additional Excel features that are not covered in detail in other modules of the course. Participants will learn about Office 365 and how it can be used to enhance their Excel experience. The module also covers the latest features in Office 2019, which includes new chart types and data analysis tools. Students will also be introduced to reference styles that can be used to ensure consistency in referencing across different Excel sheets and workbooks. The module will also provide an overview of Office Intelligent Services that can be used to simplify data entry and automate tasks. Finally, participants will learn about using the Draw tab to create custom shapes, and working with icons to improve the visual appeal of their Excel workbooks.
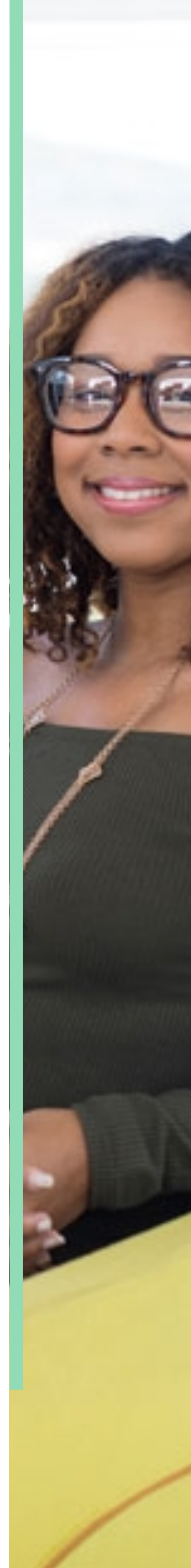
Module 07   Microsoft Excel Quiz

The Microsoft Excel Quiz module is an assessment tool designed to evaluate a student's understanding and proficiency in using Microsoft Excel. The quiz comprises multiple-choice questions covering a broad range of topics, from basic to advanced functions, formatting, data management, and more. The module aims to help students identify areas where they need to improve their Excel skills, and it provides them with immediate feedback on their performance. Additionally, the quiz provides an opportunity for students to apply their knowledge and put their skills into practice.

We'll Help You **Find a Job**

At The Online Business Academy, we are dedicated to supporting you on your journey to success. We are confident that by leveraging the resources and connections offered by our Career Centre, you will build valuable networks and gain the confidence needed to secure a new job or promotion.

Receive a Free CV Review From The Experts At Resume Hub

By partnering with Resume Hub, we provide all our students with an added advantage in their job search. Upon enrolment, our students receive a complimentary comprehensive CV review from expert professionals, ensuring they have the best chance for success in their career.

What You'll Get With Our Career Centre

- Access to professional CV templates to update your current CV

- Complimentary personalized CV review with feedback to make your CV stand out

- Job tips and resources, including a clear five-step job success process

- Industry-relevant advice to stay up-to-date with the latest industry trends and requirements.

★★★★★

Very friendly and helpful stuff

They responded very quickly to my initial enquiry. The consultant gave me very helpful advice on which course would be right for me. The follow up was really great too. Helpful but not too pushy. Getting registered was quick and easy too.

Julie N.
Certificate in Xero

What Our Students Say

Google

Reviews ★ ★ ★ ★ ★

We pride ourselves in delivering an excellent education experience. See what our students have to say:

★ ★ ★ ★ ★

Maria R.
Certificate in Adobe Photoshop

Exceptional Learning Experience

I had a great experience with the Online Business Academy! The course content was well-structured and easy to follow. The assessments helped me understand the concepts better and the feedback provided was valuable. I'm grateful for the flexible learning schedule that allowed me to study at my own pace. I would highly recommend this academy to anyone looking for a quality learning experience.

★ ★ ★ ★ ★

Sarah T.
Certificate in Microsoft Word

Practical, Relevant and Fun!

I recently completed a Microsoft Word course with the Online Business Academy, and I loved it! The course was practical, relevant, and fun. The online platform was user-friendly, and the support from the academy team was exceptional. The assessments were challenging yet enjoyable, and I learned a lot from the feedback provided.

★ ★ ★ ★ ★

Mark J.
Digital Marketing Bootcamp

Changed my Career Trajectory!

I joined the Online Business Academy to upskill in digital marketing, and it was the best decision I made for my career. The course content was comprehensive and up-to-date, and the assessments were challenging and relevant. The Career Centre helped me prepare a strong CV and provided valuable advice on job search strategies. The skills I learned from this academy have changed my career trajectory, and I'm grateful for the team over at the Online Business Academy.

Start Upskilling Today!

Follow our easy 4-step enrolment process - it only takes a few minutes to get started today!

1. Click on 'Get Started Now'

2. Proceed to payment

3. Receive login details

4. Start Learning!

Get Started Now, Click Here →