BEGINNER GENERAL EXCEL OFFICE WORK



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TRAINING CENTER

LEARN BOLD. **LEAD BEYOND**
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Introduction

Beginner General Excel & Office Work Training Course builds the everyday computing skills that office roles depend on. Participants start with the fundamentals of Microsoft Excel and move through the wider Office suite, learning to create, format and share work documents with confidence. The programme covers spreadsheet basics, formulas, tables and charts, plus word processing, presentations, email and file management. Furthermore, it addresses printing, sharing and basic data handling. As a result, delegates can complete routine office tasks accurately and without hesitation. Gentex Training Center delivers the programme through guided practice and hands-on workplace exercises.

Beginner General Excel & Office Work Course Objectives

- Navigate the Microsoft Excel interface and workbook structure confidently.
- Enter, edit and format data, text, dates and numbers.
- Apply basic formulas and functions including SUM, AVERAGE, MIN and MAX.
- Use relative and absolute cell references correctly in formulas.
- Format worksheets with borders, alignment, fonts and number formats.
- Create and manage tables, sort and filter data.
- Build and modify simple charts and graphs.
- Create and format professional documents in Microsoft Word.
- Build basic presentations with slides, text and images in PowerPoint.
- Manage files, folders, printing, saving and sharing documents.

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Course Methodology

The course combines step-by-step demonstration with guided hands-on practice on real office documents. Participants follow exercises at their own pace, complete a workbook, a document and a short presentation, and receive feedback on their work. In addition, each day closes with a practical exercise drawn from common office tasks.

Who Should Take This Course

- New office staff, administrators and secretarial employees.
- Employees new to Microsoft Excel and Office tools.
- Data entry and records staff.
- Receptionists and front-office personnel.
- Students and job-seekers building workplace computer skills.
- Any employee required to produce spreadsheets and documents at work.

Beginner General Excel & Office Work Course Outlines

Day 1: Getting Started with Microsoft Excel

- Excel interface: ribbon, tabs, cells, rows and columns.
- Creating, saving and opening workbooks.
- Entering and editing text, numbers and dates.
- Selecting, copying, moving and deleting cells and ranges.
- Undo, redo and basic keyboard shortcuts.
- Workbook vs worksheet and sheet naming.
- Workshop: building a simple staff contact list workbook.

Day 2: Formatting and Formulas in Excel

- Cell formatting: fonts, borders, fill colours and alignment.
- Number formatting: currency, percentage, decimals and dates.
- Basic formulas using the equals sign and cell references.
- Functions: SUM, AVERAGE, COUNT, MIN, MAX and IF.
- Relative and absolute references with the dollar sign.
- Copying formulas down and across a range.
- Workshop: creating a simple budget with totals and averages.

Day 3: Tables, Sorting, Filtering and Charts

- Converting data into formatted Excel tables.
- Sorting data by columns and custom sorting.
- Filtering and using search within a table.
- Freeze panes and print titles for large sheets.
- Creating column, bar, line and pie charts.
- Formatting and labelling charts clearly.
- Workshop: sorting, filtering and charting a data table.

Day 4: Word Processing and Document Skills

- Word interface and creating a new document.
- Formatting text, paragraphs, headings and styles.
- Bulleted and numbered lists and tables in Word.
- Headers, footers, page numbers and margins.
- Inserting images, shapes and page breaks.

- Print preview, page setup and saving as PDF.
- Workshop: producing a formatted business letter and report page.

Day 5: Presentations, Email and File Management

- PowerPoint basics: slides, layouts and text placeholders.
- Inserting images, shapes and simple transitions.
- Presenting and saving a slide show.
- Email basics: composing, attaching files and using folders.
- Organising files and folders and naming conventions.
- Backing up and sharing documents safely.
- Workshop: building a short presentation and sending it by email.

Conclusion

By successfully completing Beginner General Excel & Office Work Training Course, participants will have acquired the knowledge to work confidently with spreadsheets, documents, presentations and email. They will understand how to enter and format data, apply formulas, build tables and charts, produce formatted documents and manage files and folders, and they will know how to apply these skills to everyday office tasks. As a result, delegates work faster and with fewer errors. Gentex Training Center builds the programme around practical, workplace-ready computer skills.

FAQs for the Beginner General Excel & Office Work course

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Q1 What is the "Beginner General Excel & Office Work" course about?

It covers the everyday computer skills office roles require. You learn Excel basics including data entry, formatting and formulas, plus tables, sorting, filtering and charts, along with Word documents, PowerPoint slides, email and file management.

Q2 What are the key benefits of the "Beginner General Excel & Office Work" course?

You gain confidence to complete routine office tasks without help. You also reduce errors in data entry and calculations, produce clean and correctly formatted documents, organise your files and email properly, and become more productive in your daily work.

Q3 What skills will I gain from the "Beginner General Excel & Office Work" course?

You will gain Microsoft Excel data entry, formatting and formula skills, Excel table, sorting, filtering and chart building, Microsoft Word document creation and formatting, and presentation building, email use and file management.

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Q4 What tools, methods, or standards are covered in the "Beginner General Excel & Office Work" course?

The course covers the Microsoft Excel interface and workbook structure, cell and number formatting, basic formulas and the SUM, AVERAGE, COUNT, MIN, MAX and IF functions, relative and absolute cell references, Excel tables with sorting and filtering, freeze panes and print titles, column, bar, line and pie chart creation, Microsoft Word text and paragraph formatting with styles and tables, headers, footers and page setup, PowerPoint slide layouts, placeholders and transitions, email composing and attachments, and file and folder organisation with naming conventions.

Q5 How is the "Beginner General Excel & Office Work" course applied in real-world practice?

Graduates apply it to build simple budgets and records in Excel, keep lists accurate with sorting and filtering, present figures with clear charts, write and format letters and reports in Word, prepare short presentations for meetings, send documents by email correctly, and organise work files so they can be found and shared quickly.