

EXCEL FOR BEGINNERS

Start Date:	11/10/2026	End Date:	15/10/2026
Categories:	Digital Literacy	Venues:	Kuwait
Formats:	In Person	Instructors:	

OVERVIEW

This introductory course is designed for participants with limited or no experience using Microsoft Excel. It builds foundational skills needed for everyday data entry, formatting, calculations, and reporting, ensuring comfort and confidence in using Excel for workplace tasks.

OBJECTIVES

By the end of this course, participants will be able to: - Navigate the Excel interface with ease. - Create, save, and organize worksheets and workbooks. - Perform basic calculations using formulas and functions. - Format tables, charts, and layouts for clear presentation. - Use sorting and filtering tools for basic data management.

COURSE OUTLINE

1- Excel Interface and Navigation 2- Cell Referencing, Formatting, and Data Entry 3- Basic Formulas and Functions (SUM, AVERAGE, MIN, MAX) 4- Data Sorting, Filtering, and Table Creation 5- Introduction to Charts and Printing Options

TARGET AUDIENCE

All Supervisory Levels, Administrative staff, new hires, entry-level professionals, and anyone seeking to learn Excel from scratch.

METHODOLOGY

Hands-on computer exercises, guided walk-throughs, small assignments, and interactive practice sessions.

CONCLUSION

Participants will gain the practical ability to use Excel confidently for simple workplace tasks and structured data entry.

DAILY AGENDA

Day 1: Getting Started with Excel

Learn about Excel's environment, workbook setup, and entering data.

Day 2: Basic Calculations and Formatting

Use formulas and apply styles to improve data readability.

Day 3: Working with Lists and Tables

Apply sort/filter tools, create tables, and manage structured data.

Day 4: Introduction to Charts

Design simple bar, line, and pie charts for visual reporting.

Day 5: Wrap-Up and Review

Recap lessons through exercises and set up templates for daily use.

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