



The Blue Star Academy

Foundation Excel

Little or no Excel experience? In one friendly day you will go from finding your way around the screen to building tidy, correct, printable spreadsheets with confidence.

1 day, up to 10 delegates



£500

at your premises

Up to 6: £450 | Up to 3: £400

£450

live online

Up to 6: £400 | Up to 3: £350

Per session, not per person.
Workbooks and data sets
included.

Problems this course fixes



Excel feels overwhelming



Your spreadsheets look a mess



You add things up by hand



The headings disappear when you scroll



Printing never comes out right



You worry about overwriting something

Talk to me about training for your team
rachel@thebluestaracademy.co.uk
+44 7880 837337 | thebluestaracademy.co.uk

Skills with a
difference



What you will learn

Getting to know Excel

- The anatomy of Excel
- Sheet tabs: add, rename, reorder, copy, colour-code, hide and unhide
- Cells, rows and columns: insert, cut, copy, hide and resize

Formatting

- Using the ribbon to format
- Cell styles
- The format painter

Useful commands

- Find and Replace
- Freeze panes
- The fill handle

Basic formulas and functions

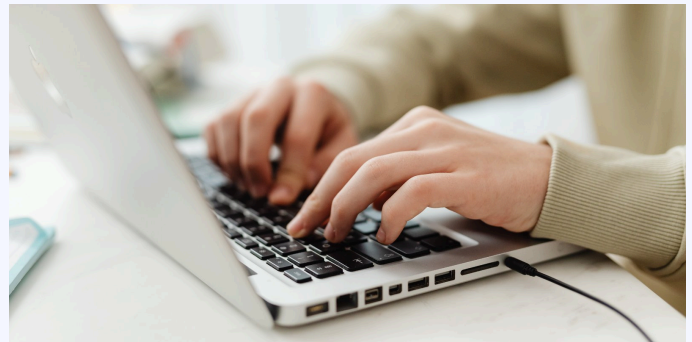
- Understanding formulas
- AutoSum and cumulative totals
- AVERAGE, MIN, MAX, COUNT, COUNTA and COUNTBLANK

Printing and PDF creation

- Common printing problems and how to solve them
- Page breaks and print areas
- Headers and footers

Data analysis

- Sorting and filtering, with a puzzle activity
- Getting started with charts



1 day

taught live by me

Up to 10

delegates per session

Hands-on

activities, workbook and data sets

Your place

at your business, or live online



Rachel's infinite patience and analogies! I've done several Excel courses in the past and not retained the info, but I learned so much on this one that's really relevant to my role.

[Foundation Excel delegate](#)

Who it is for: People with little or no experience of Excel, or self-taught users who want to fill the gaps and stop feeling unsure.

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**Skills with a
difference**