



# Introduction to MS Excel Course Brochure

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1 Day Practical Workshop



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# The Right Fit.....For You

## Our Introduction to MS Excel course has been designed to introduce learners to the basic commands, functions and capabilities of Microsoft Excel.

This course will help users to understand and utilise the various functions of MS Excel and enable the user to become more efficient in the workplace.

This excel course is very practical and interactive. During the training session, each learner will work through exercises and practice using the various Excel features covered during the course.

Our Microsoft Excel courses have been designed to be in line with the Microsoft Certified Professional courses and our trainers are Microsoft Certified Instructors.

*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

**Dearbhla Casey, HR Manager, Irish Country Meats**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future."*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose Our Introductory Excel Course

DCM Learning's Introduction to MS Excel is designed for learners who are new to spreadsheets and aims to help learners understand the various functions of MS Excel. This course allows learners to gain knowledge of the software and more importantly offers real life, practical skills, aimed at becoming more efficient in the workplace.

## Specific reasons to choose this course:



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Experienced:** We have trained over 197 individuals successfully in Microsoft Excel over the last two years.



**Excellent Trainers:** Our trainers combine professional training know-how with relevant experience in their chosen training field.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered the Introduction to MS Excel programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





# Introduction to MS Excel Course Outline

## COURSE OVERVIEW

This course introduces you to the basic commands, functions and capabilities of Microsoft Excel. It is designed for those who are new to spreadsheets. You will begin to learn how to input data, work with formulas and functions, and then create tables and charts in order to demonstrate figures visually and attractively.

This course will help users to understand and utilise those functions and enable the user to become more efficient in the workplace.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Get started with Excel
- Create a basic worksheet
- Modify a workbook
- Use formulas and functions
- Format an Excel worksheet
- Manage worksheets and workbooks

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Content

## TOPIC 1: GETTING STARTED WITH EXCEL

- The Excel Ribbon, Excel Tabs; and The Formula Bar
- Scroll Bars and Active Cell
- Column, Row Headers and Sheet Tabs
- The Status Bar and Speed Keys

## TOPIC 2: BASIC CALCULATIONS

- Auto Sum, Entering a Calculation and Functions

## TOPIC 3: FORMATTING WORKSHEETS

- Style and Enhancements;
- Alignment, Formatting Number and Show Formulae
- Clearing a Worksheet, Using Relative and Absolute Cell
- Addresses, Circular References, Auto Fill and Customer Lists

## TOPIC 4: WORKING WITH WORKSHEETS AND CELLS

- Using Go To; Moving Data with Drag-and-Drop
- Cut, Copy, Paste; Moving Entries (Cut and Paste), Copying Cell Contents (Copy and Paste)
- Using the Office Clipboard, Using Find and Replace

## TOPIC 5: STRUCTURING THE WORKSHEET

- Inserting and Deleting Rows and Columns
- Inserting, Deleting Worksheets; Hiding Rows and Columns



# Course Content

## TOPIC 6: WORKING WITH DATA LISTS

- Setting up, Sorting and Filtering lists
- Custom Filters



## Padraig O'Connor

### Training Associate

Padraig is a highly experienced, knowledgeable, and highly accomplished training and coaching Professional. He has previously worked in the Telecommunications and Software Development Sectors fulfilling Senior Technical, Project Management and Line Management Roles in large multinational companies.

Padraig's training delivery approach is highly engaging and structured yet dynamic; affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

Padraig's areas of expertise include MS Excel at Introductory, Intermediate and Advanced, MS PowerPoint, Excel Financial Modelling, Prezi and Technical Writing.

Some of Padraig's qualifications and affiliations include:

- B. Eng (Hons) In Electronic Engineering (DCU)
- Dip in Business, Executive and Personal Coaching
- Advanced ECDL Expert
- Certified Scrum Master
- Holds memberships of Engineers Ireland, The British Psychological Society, Association for Coaching, The Teaching Council and The Scrum Alliance

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*"The feedback from the training on Monday was very good. Everyone thought Padraig was excellent and explained everything really well."*

Niamh Phelan, HR Business Partner, Lionbridge

The Lionbridge logo consists of an orange square with the word "Lionbridge" written in white, sans-serif font.





## Joe O'Connor

### Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor

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*"Thanks Belinda, Joe was excellent and the team all enjoyed the training, it went really well."*

Deirdre Flood, HR Manager, Amphenol TCS

**Amphenol®**



# Inhouse Training, One Size Doesn't Fit All.

**Does your team need excel training? DCM Learning has a full range of excel training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made excel training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

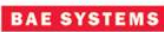
Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



# Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

- ☎ 01 5241338
- ✉ [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)
- 📍 Guinness Enterprise Centre

**CORK**

- ☎ 021 2429691
- ✉ [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)
- 📍 Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

- ☎ 041 9865679
- ✉ [drogheda@dcmlearning.ie](mailto:drogheda@dcmlearning.ie)
- 📍 24 Laurence Street  
Co. Louth