

Microsoft Excel Basic Course

Start your Excel journey at Elegant Training Center! This course is perfect for anyone new to Excel or looking to build a strong foundation in spreadsheets. Learn to manage data, create simple reports, and handle daily office tasks—all step by step with the support of friendly expert trainers. If you want to boost your confidence with numbers and data, this course is for you!

Certainly! Here's a more detailed version for **Basic MS Excel**—still crisp, but with added details and examples to make it easy to use for your training/course marketing:

Microsoft Excel Basic Course

Start your Excel journey with Elegant Training Center!

This course is perfect for anyone new to spreadsheets or wanting to feel confident with data. We'll teach you the practical Excel skills every professional needs—step by step, with simple explanations, live examples, and plenty of hands-on practice.

Upcoming Batches

Talk to Raj Sir for schedules and details

Join Our Microsoft Excel Basic Course in Dubai

Build a strong foundation in Excel for daily office tasks

Learn the world's most popular spreadsheet tool from scratch! Our trainers will guide you through real-life office scenarios—from entering and managing data to making your first charts and reports. Whether you want to improve your job skills, help your business, or keep personal records, this course makes Excel easy and practical.

Why Choose the Basic Excel Course?

- ✓ Friendly, beginner-focused approach—no prior Excel knowledge needed
- ✓ Practical lessons: create lists, manage expenses, track attendance, and more
- ✓ Master the basic formulas (SUM, AVERAGE, COUNT, MIN, MAX) and see instant results
- ✓ Learn formatting tricks—highlight top values, color-code data, organize information
- ✓ Make your own simple charts and graphs for reports
- ✓ Discover shortcuts and tips that make your work faster and easier
- ✓ Improve your CV and become job-ready for any office role

Who Should Join?

- ✓ Students and freshers needing Excel for studies or internships
- ✓ Job seekers aiming for office/admin roles
- ✓ Office staff, receptionists, and sales support
- ✓ Entrepreneurs managing business records
- ✓ Anyone new to Excel or looking to refresh the basics


Course Topics – Basic Excel

- Getting started: Excel interface, menus, ribbons, and navigation
- Data entry: typing, editing, copying, pasting, and deleting data
- Saving, opening, and organizing Excel files and folders
- Formatting cells: fonts, colors, borders, alignment, number/date formats
- Using basic formulas: SUM, AVERAGE, COUNT, MIN, MAX
- Simple calculations: addition, subtraction, multiplication, division
- Sorting and filtering lists (e.g., arrange names A-Z, filter sales data by amount)
- Creating and editing tables
- Making basic charts: bar, column, and pie charts for easy data visualization
- Printing: setting up pages, print areas, and basic print preview
- Useful shortcuts: autofill, drag-and-drop, freeze panes
- Intro to basic data management: attendance, expenses, and inventory lists
- Simple data validation to control data entry (e.g., dropdown lists)
- Common errors in Excel and how to fix them

Course Highlights

- Hands-on practice with real office files and practical exercises
- Every lesson includes examples from admin, HR, sales, and personal finance
- Free practice datasets and easy-to-follow class notes
- Flexible class timings: weekdays, weekends, and evenings
- Online and in-person options—attend however you prefer
- Small batches for personal attention and doubt-clearing
- Completion certificate from Elegant Training Center (KHDA-attested available)

Duration

-  **10 to 15 hours** (customized for your pace and batch size)

Career Benefits

- Office Assistant
 - Data Entry Operator
 - Admin Executive
 - Receptionist
 - Sales Support
 - Customer Service Staff
 - Any job that requires basic data handling and reporting
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 **Contact us for upcoming batch schedules and course fees.**

Call/WhatsApp: +971 54 749 5664

Email: info@elegant-training.ae

Learn Excel the smart way—get practical, job-ready skills with Elegant Training Center!

Choose Elegant Training for Basic MS Excel

Practical skills. Personal support. Real results.

 **PRACTICAL LEARNING FOR EVERYDAY OFFICE TASKS**

You'll practice tasks like making an employee list, preparing a monthly expense sheet, and tracking attendance—just like real office work.

 **CLEAR, STEP-BY-STEP TEACHING**

Our trainers break down every topic using simple language and lots of visuals. We repeat topics and encourage questions to ensure no one is left behind.

 **FLEXIBLE, EASY-TO-MANAGE SCHEDULES**

Attend on weekdays, weekends, or evenings—online or in the classroom. All classes are recorded, so you can revise any topic later.

 **EXPERIENCED, FRIENDLY TRAINERS**

Our trainers have years of office and training experience. They use relatable examples and answer your questions in class and after.

 **HANDS-ON PRACTICE EVERY DAY**

Each session comes with exercises, live demos, and assignments—practice what you learn in class and at home.

 **MINI PROJECTS & TASKS**

Assignments include:

- Creating a salary sheet for employees

- Making a sales report
- Designing an attendance tracker
- Preparing a contact list with sorting/filtering

All projects get trainer feedback.

Basic Excel – FAQs

1. Who teaches this course?

Experienced trainers who make Excel simple and practical, even for beginners.

2. Is this course for total beginners?

Yes! No prior Excel knowledge required. We start from scratch.

3. What will I be able to do after the course?

You'll be able to enter data, do basic calculations, format information, and create simple reports/charts for office or personal use.

4. Can I get personal attention if I'm slow to learn?

Yes, small batches and patient trainers mean you get all the support you need.

5. What if I have questions after class?

WhatsApp, call, or email your trainer for help. Ongoing support provided.

6. Are the examples relevant to real jobs?

Yes, you'll work on tasks like those needed in admin, sales, HR, or customer service.

7. What kind of assignments are there?

You'll do mini projects like making an attendance sheet, monthly budget, and simple sales reports.

8. Will I learn shortcuts and time-saving tips?

Absolutely! Trainers share tricks to save time and avoid common mistakes.

9. Are classes available online and in-person?

Yes—choose what works best for you, with flexible timing.

10. Do I get a certificate?

Yes, plus KHDA-attested certificate available (extra charge).

11. How does Excel help my career?

Almost every office job needs basic Excel skills. This course helps you get hired and work confidently.

12. How do I register and what do I get?

Contact us at +971 54 749 5664 or info@elegant-training.ae.

You get class notes, practice files, personal support, and a completion certificate.

Ready to get started? Join Elegant Training Center and make Excel your strength!