



WallStreetMojo

# BASIC EXCEL COURSE

Course Curriculum



[www.wallstreetmojo.com](http://www.wallstreetmojo.com)

2024 Edition





## Modules

**Total Modules: 08**

**Duration: 2+ Hours**

1. Microsoft Excel Fundamentals
2. Entering and Formatting Text, Numbers and Date
3. Working with Basic Excel Functions
4. Working With Basic Charts
5. Inserting Images and Shapes into Excel Sheet
6. Auto Filter
7. Sorting Data in Excel
8. Printing an Excel Worksheet

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**\*This course includes chapter-wise MCQs & a Final Assessment**



## Introduction

This Basic Excel course for beginners covers fundamental functions and topics not widely known. Enroll in our Basic Excel course to enhance your Microsoft Excel knowledge, abilities, and skills. In today's corporate world, lacking essential skills can hinder your competitive edge. WallStreetMojo has tailored this course to address this issue. Master Excel functions, formatting, and formulas effortlessly with our training. Don't hesitate any longer; join today!

WallStreetMojo has designed this Basic Excel training course to empower you with comprehensive knowledge and techniques, enabling you to effortlessly navigate complex data and generate reports. The course covers crucial Excel functions, data processing techniques such as sorting, AutoFilter, formatting, and using charts, images, and shapes for effective worksheet printing. Upon completion, you'll receive an online certificate from WallStreetMojo to enhance your professional profile. Additionally, purchasing the course grants you 1-year unlimited access to revisit modules as needed. Enroll today to begin mastering Excel and advance in your career!

## Course Highlights

- ✔ Self-paced comprehensive course
- ✔ Pre-recorded videos
- ✔ Downloadable Excel Templates
- ✔ Real-world examples and case studies

[CLICK HERE](#) 

## Learning Format

We offer online self-paced learning content to accommodate flexible learning schedules.




## Prerequisites

Our courses are designed to be inclusive and accessible to all. No prerequisites are required—just a stable internet connection and access to MS Excel. A willingness to learn and improve your data analysis and management skills is all that's needed to start and complete this course. We welcome individuals from diverse backgrounds, each with objectives and needs. After completing this basic-level module, you will gain a solid understanding of Excel and take a significant step toward personal and professional growth.


 A stable internet connection

 Access to MS Excel

## Who Should Attend

 Professionals and students aiming to enhance Excel skills for better job prospects and productivity

 Individuals looking to improve data analysis and reporting capabilities

 Beginners with little or no experience in Excel

 Existing Excel users looking to fill knowledge gaps or learn advanced features

## What You Will Learn

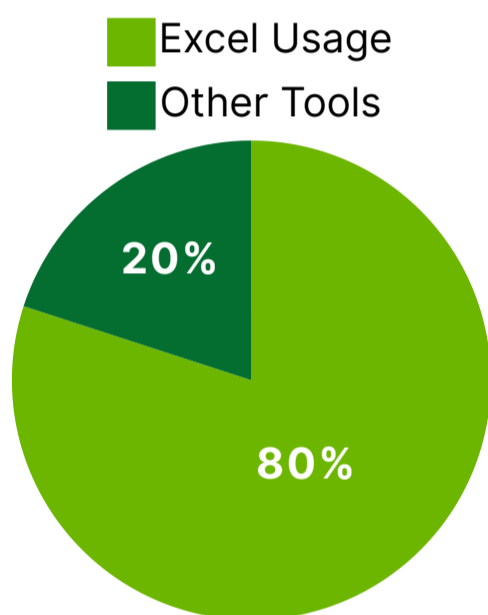
Learn to maximize Excel's efficiency. This course transforms your approach to data work, highlighting inefficiencies in traditional methods. Master functions like charts, filters, and shapes for visually appealing and accurate reports. Enroll today to elevate your Excel skills and become indispensable in your workplace. Showcase your expertise in data processing and stand out among peers and colleagues.

## Acquired Skills

- 🔦 Navigating the Interface
- 🔦 Data Entry and Formatting
- 🔦 Basic Formulas and Functions

- 🔦 Charts and Graphs
- 🔦 Sorting and Filtering

## Job Market Analysis



### Popular Across Industries



### Popular Profiles



## Certification

WallStreetMojo strives to contribute to your learnings by validating all the knowledge you gained from the Basic Excel course by offering a certificate that you can link to your LinkedIn profiles or attach to your resumes in job interviews, highlighting your abilities and standing out from the crowd.





## Course Curriculum

This Basic Excel training course is a practical investment that will transform your approach to data processing and management. Starting with fundamentals, the course guides you through essential skills like data sorting, cell formatting, using AutoFilter, and creating charts and images to visualize insights. Microsoft Excel offers vast possibilities for exploration, and this online course serves as a stepping stone toward mastering key functions, formulas, and data management. Enroll today to immediately apply these crucial skills to enhance your work and problem-solving techniques.

👉 Microsoft Excel Fundamentals

👉 Entering and Formatting Text, Number, and Date

👉 Working with Basic Excel Functions

👉 Working with Basic Charts

👉 Inserting Images and Shapes into Excel Sheet

👉 Auto Filter

👉 Sorting Data in Excel

👉 Printing an Excel Worksheet

## Who We Are

WallStreetMojo® is the number one educational resource for finance and accounting. We are dedicated to giving our readers the very best of resources and online courses on investment banking, financial modeling, private equity, venture capital, accounting, and Excel, with a strong focus on theory, application, and career prospects.

## Contact Us

For course-related queries, connect with us at [support@wallstreetmojo.com](mailto:support@wallstreetmojo.com).