# Unlimit Health Microsoft Excel Training: Beginners

## What will this course cover?

This training uses working examples and independent activities to aid self-learning of Microsoft Excel to a beginner level. Microsoft Excel has a wide range of uses, and some of the concepts introduced in this training will provide you with a basic understanding in preparing, managing, navigating, and presenting your data using Microsoft Excel. These resources cover a range of concepts in detail such as:

1. Excel Vocabulary​
2. Formatting Basics – cell alignment, aesthetics, and formats
3. Formatting for Tables​ – filtering and conditional formatting
4. Formulas & Functions​ – basic formulas (e.g., add and subtract) and formulas (e.g., Sum, Count, If, etc)
5. Presenting Data – basic use of Pivot Tables and Pivot Charts

It is estimated this course would take approximately 1-2 days to complete, however as it is self-learning the resources are entirely flexible around your availability and workload.

## What do I need for this course?

For the course you will require access to a computer or laptop with Microsoft Office Excel installed. The course was designed using Microsoft Excel version 10; however, it will still be applicable in most cases to older excel versions.

To aid explanation of concepts, links have been provided to additional online resources throughout. This means to access these internet access will be required.

## Who are the Unlimit Health contact points for this course?

The below contact point is available to discuss any support required throughout the completion of the course, and additionally are open to receiving any feedback about the course.

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