Mindluster Platform

About the course Microsoft excel from scratch

Course Presenter : Sharon Smith

Unlock the full potential of Microsoft Excel with this comprehensive online training course designed for beginners and aspiring professionals. As one of the most essential computer software skills in todayâ€™s digital workplace, mastering Excel can significantly enhance your productivity, analytical capabilities, and career prospects. This certified course provides a solid foundation in spreadsheet management, data analysis, and automation, empowering you to excel in various professional environments across the Middle East, including Saudi Arabia and the UAE. What you will learn: - Basic to advanced Excel functions and formulas - Data entry, formatting, and cell management - Creating and customizing charts and graphs - Data sorting, filtering, and analysis techniques - Using pivot tables for efficient data summarization - Automating tasks with macros and VBA - Best practices for professional spreadsheet design Who this course is for: - Beginners seeking foundational knowledge in computer softwares - Professionals aiming to improve data management and analysis skills - Business owners and entrepreneurs in the Middle East looking to optimize operations - Students and recent graduates preparing for employment opportunities - Anyone interested in obtaining a certified course to boost career growth Why choose this course on our platform: Our training course offers a structured, easy-to-follow learning path guided by industry experts. With flexible online access, you can learn at your own pace and revisit modules as needed. The course is designed to provide practical skills that are immediately applicable in real-world scenarios, ensuring you gain confidence and competence in using Microsoft Excel. Upon completion, you will receive a recognized certificate that enhances your professional profile and helps open doors to new career opportunities. Career opportunities: Proficiency in Microsoft Excel opens doors to roles such as data analyst, administrative assistant, financial analyst, project coordinator, and many others. It is a vital skill for career growth in sectors including finance, marketing, healthcare, and technology across the Middle East region. Enroll today to acquire a valuable professional skill through our certified training course and take a confident step towards advancing your career in the competitive job market. Sharon Smith

Computer Softwares Category's Courses

Course Lesson(68)

Lesson 1 : **Create and Track a Basic Inventory List in Excel Excel Inventory List Template**

Lesson 2 : **How to Create a Table of Contents with Hyperlinks in Excel**

Lesson 3 :
How to Pull Data into Excel Reports from Another Spreadsheet with VLOOKUP and XLOOKUP

Lesson 4 :
How to Create Employee Timesheet Template in Excel for Payroll Design a Bi Weekly Timesheet

Lesson 5 : **Create Date Countdown in Excel Countdown Timer of Days Remaining**

Lesson 6 :
Add Shortcuts to Ribbon in Excel Speed Up your Excel Workflow using the Quick Access Toolbar

Lesson 7 : **Match Names on Two Excel Sheets with VLOOKUP â€“ Create Unique ID in Excel**

Lesson 8 :
How to Create Fillable Forms in Excel Employee Engagement Survey Fillable Form Template

Lesson 9 : **Create A Calendar In Excel Dynamic Annual Payroll Calendar**

Lesson 10 : **How to Calculate Working Days in Excel Exclude Weekends Holidays**

Lesson 11 : **Automate Reports in Excel using Office Scripts Time Saving Tip to Auto Format Reports**

Lesson 12 :

How to Create Pivot Tables in Excel to Analyze Data Pivot Tables Made Easy for Beginners

Lesson 13 :
Automate Data Clean up with Power Query Auto Format Combine Multiple Sheets Save Time

Lesson 14 : **How to Automate Bi Weekly Timesheet Template in Excel for Payroll**

Lesson 15 :
Create an Org Chart with Excel Data Make Organizational Chart from Excel Employee Database

Lesson 16 : **Top Excel Formulas for HR FREE Download of Useful Excel Formulas**

Lesson 17 :
Find Multiple Matching Values in Excel and Highlight Match Highlight Names from Two Sheets

Lesson 18 :
How to Create a Progress Circle Chart in Excel Dynamically Display Percentage of Completion

Lesson 19 :
How to Add or Subtract Time in Excel Calculate Hours and Minutes for Accurate Timekeeping

Lesson 20 : **VLOOKUP Excel Tutorial for HR Professionals How to use VLOOKUP**

Lesson 21 : **How to Modify a Pivot Table in Excel View Pivot Table in a Tabular Spreadsheet Format**

Lesson 22 : **How to Create Charts and Dashboards in Excel FREE HR Dashboard Template**

Lesson 23 : **Pivot Table Tips with Employee Benefit Data Excel Pivot Table Tutorial for HR**

Lesson 24 : **How To Export Word Form Data Fields To Excel**

Lesson 25 : **How to Create A Multi Select Drop Down List in Excel**

Lesson 26 : **How To Lock A Form in Excel Creating Fillable Forms in Excel**

Lesson 27 :
How To Auto Populate Text From A Drop Down List Selection in MS Excel Create Fillable Forms

Lesson 28 : **How To Switch First and Last Name in Excel Column Swap Last and First Name in Excel**

Lesson 29 : **Excel Report Formatting and Printing Tips for HR Formatting Spreadsheets for Printing**

Lesson 30 :
How to Customize the Quick Access Toolbar and Status Bar in Excel 2 Useful Commands

Lesson 31 : **Sort and Filter Data in Excel Sort and Un sort in Excel Using HR Reports**

Lesson 32 :
How to Create A Mail Merge for Email â€“ Send Multiple Customized Invoices Simultaneously

Lesson 33 : **How To Hide Worksheet Tabs in Excel â€“ Hidden vs Very Hidden**

Lesson 34 : **Performance Review Form Template In Excel**

Lesson 35 :
How To Insert A Submit Form Button In Excel Submit Form to Email â€“ Create Fillable Forms in Excel

Lesson 36 :
How To Hide Command Button in Excel When Printing Print Form Without Submit Button

Lesson 37 : **How To Convert PDF To Excel PDF Data Connector in Excel 365**

Lesson 38 : **How to Open a Corrupted Excel File â€“ Open And Repair a Corrupted Workbook**

Lesson 39 :
How To Convert Image To Excel Table With MS Office App Extract A Table From A Photo With Phone

Lesson 40 : **How to Randomly Select a Winner for a Prize Giveaway Using Excel**

Lesson 41 : **How to Select Multiple Random Winners for a Prize Giveaway**

Lesson 42 : **Calculate Employee Years of Service Forecast Service Anniversary in Excel**

Lesson 43 :
How to Add a Calculated Field to a Pivot Table in Excel Profit Margin PivotTable Formula Example

Lesson 44 : **Simplifying Pivot Tables with Timelines and Slicers Data Visualization Made Easy**

Lesson 45 : **How to Insert a Dynamic Pivot Chart in PowerPoint Excel to PowerPoint Integration**

Lesson 46 : **How to Analyze Data Fast in Excel Using Excel s Built in AI Features**

Lesson 47 : **How to Create Sheet Tabs from a List Then Make a Table of Contents with Links**

Lesson 48 : **How to Automate Semi Monthly Employee Timesheet Template in Excel for Payroll**

Lesson 49 : **How to Automate Weekly Timesheet Template in Excel for Payroll**

Lesson 50 :
How to Track Inventory Stock In Stock Out Automatically in Excel Automate Inventory List

Lesson 51 : **How to Track and Analyze Inventory Changes in Excel Daily Weekly Monthly Insights**

Lesson 52 :
Create Countdown Timer to Track Project Tasks in Excel Real Time Hours Minutes Seconds Remaining

Lesson 53 : **Customize Weekly Planner Template in Excel Create 2025 Weekly Planner**

Lesson 54 : **How To Compare Data in Excel Files and Find Differences Bump Files Like a Pro**

Lesson 55 : **Subscription Tracker Template in Excel Track Spending Due Dates with Ease**

Lesson 56 :
Convert Columns to Rows in Excel using Power Query Transform Salary Data for Database Upload

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Excel Data Cleanup Dynamic Sequential Numbers Duplicate Checks Fix Excel Upload Errors

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How to Create a Dynamic Payroll Calendar Template in Excel Auto Updates Every Year 2026 Calendar

Lesson 59 :
FREE Christmas Gift Budget Tracker Template in Excel Holiday Planning Budget Tracking Made Easy

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Lesson 61 : **Combine Monthly Reports in Excel with Power Query Quarterly or YTD Summary**

Lesson 62 :
Build an Interactive Excel HR Dashboard with PivotTables Slicers for Quarterly YTD Metrics

Lesson 63 :
Build an Auto Populating Invoice Template in Excel and Pull in Client and Item Data Automatically

Lesson 64 :
Automatically Mass Create Client Billing Statements and Generate Emails in Bulk from Excel

Lesson 65 :
Restart Sequential Numbering in Excel When a Value Changes Auto Reset Numbers in a List

Lesson 66 : **How to Find Duplicates in Excel Fast and Fix Them PivotTables and COUNTIFS Trick**

Lesson 67 : **5 Excel Mistakes That Break Your Data Imports Fix These First**

Lesson 68 : **Excel Invoice Template That Auto Fills Client Data XLOOKUP Tutorial**

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