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COURSE

MS Excel Complete Course: Beginner to Advanced

20 lessons with a practice file for each one. Start from an empty sheet and finish with a working sales report, a salary sheet and a dashboard.

MADE FOR

Students, job seekers, office staff, shop owners and anyone who opens Excel and does not know where to start. No earlier knowledge needed.

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How to use this course

This course teaches Excel the way people use it at work in India: salary sheets, sales registers, stock lists, GST bills and monthly reports. Every lesson is short and ends with a task you do in the practice file.

How to study

- **One lesson a day.** Each takes 20 to 40 minutes, including the task. Twenty days and you are done.
- **Keep Excel open next to this book.** Reading about Excel does not teach Excel. Typing does.
- **Use the practice file.** Open *Excel_Course_Practice.xlsx*. Every lesson has its own sheet (L01, L02 and so on) with the data already typed in.
- **Check yourself.** *Excel_Course_Answers.xlsx* has the finished version of every task. Look only after you have tried.

What you need

Any of these works: Microsoft Excel 2016 or newer, Microsoft 365, the free Excel app on a phone, Google Sheets or WPS Office. Where something works differently in Google Sheets, the lesson says so.

WORDS USED IN THIS COURSE

A **cell** is one box, like B4 (column B, row 4). A **range** is a block of cells, like B4:B20. A **sheet** is one tab at the bottom. A **workbook** is the whole file.

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MODULE 1

Getting comfortable

1. The Excel screen in ten minutes

When you open Excel you see a grid. Columns have letters (A, B, C) and rows have numbers (1, 2, 3). Every cell has an address made of both: **C5** is column C, row 5.

Above the grid is the **Ribbon**, the strip of buttons grouped into tabs: Home, Insert, Page Layout, Formulas, Data, Review and View. You will use Home most of the time.

Just above the grid, on the left, is the **Name Box**. It shows which cell you are on. Next to it is the **Formula Bar**, which shows what is really inside the cell. This matters: a cell may show 1,250 but hold the formula =A2*B2.

At the bottom are the **sheet tabs**. Right-click a tab to rename, colour, copy or delete it.

Moving around fast

Keys	What happens
Ctrl + Arrow	Jump to the last filled cell in that direction
Ctrl + Home	Go to A1
Ctrl + Page Down	Next sheet
F2	Edit the cell you are on
Ctrl + Z	Undo (your best friend)

PRACTICE · SHEET L01

Open the practice file and go to sheet L01. Use only the keyboard to reach the last row of the list, then come back to A1. Rename the sheet tab to "My first sheet".

2. Typing data the right way

Excel understands three kinds of things: **text**, **numbers** and **dates**. If Excel understands what you typed, numbers line up on the right and text on the left. If a number sits on the left, Excel thinks it is text, and formulas will ignore it.

Rules that save hours later

- **One fact per cell.** Do not type "Ramesh 9876543210" in one cell. Name in one column, phone in the next.
- **One row per record.** One row per sale, one row per employee, one row per bill.
- **Headings in row 1 of the table, no blank columns inside the table.**

- **Type numbers without ₹ or commas.** Type 25000, then format it to show ₹25,000 (Lesson 4).
- **Type dates in one style.** 15-08-2026 or 15/08/2026. Excel turns it into a real date if your computer is set to India (dd/mm/yyyy).

Filling a series in one drag

Type *Jan* in a cell, then drag the small square at the bottom-right corner of the cell (the **fill handle**) down. Excel fills Feb, Mar, Apr. The same works for 1, 2, 3 (type two numbers first), for dates and for days of the week.

PHONE NUMBERS AND PIN CODES

A 10-digit mobile number is fine as a number, but a number starting with 0 loses its 0. Put an apostrophe before it ('0712) or format the column as Text first.

PRACTICE · SHEET L02

The sheet has a messy customer list where names, phones and cities are mixed up in one column. Split them into three proper columns by retyping the first five rows, then fill a serial number 1 to 20 using the fill handle.

3. Rows, columns and sheets

Most of the tidying you do in Excel is moving rows and columns around.

- **Insert a row:** right-click the row number and choose Insert. Ctrl + + does the same.
- **Delete a row:** right-click the row number and choose Delete, or Ctrl + -.
- **Change width:** double-click the line between two column letters and Excel fits the width to the longest entry.
- **Hide and unhide:** right-click a column letter and choose Hide. To unhide, select the columns on both sides, right-click and choose Unhide.
- **Freeze the heading row:** View → Freeze Panes → Freeze Top Row. Now the headings stay on screen when you scroll down 500 rows.

Copy and move sheets

Right-click a sheet tab → Move or Copy → tick *Create a copy*. This is how you make April's sheet from March's without starting again.

DELETING A SHEET CANNOT BE UNDONE

Ctrl+Z does not bring back a deleted sheet. Save first, or hide the sheet instead of deleting it.

PRACTICE · SHEET L03

Insert a new column for "Department" after "Name", fit all column widths, freeze the top row and make a copy of the sheet called "L03 backup".

4. Formatting that makes sheets readable

Formatting changes how a value looks, never the value itself. 25000 formatted as currency shows ₹25,000.00, but it is still 25000 inside.

Number formats you will use every week

Format	How to apply	Shows
Indian rupee	Home → Number group → ₹ button, or Format Cells → Currency → ₹ English (India)	₹1,25,000.00
No decimals	Decrease Decimal button twice	₹1,25,000
Percentage	% button	18%
Date	Format Cells → Date → 14-03-2026 style	14-Mar-2026

Ctrl + 1 opens Format Cells, the full menu for everything.

Making a table look finished

1. Make the heading row bold and give it a fill colour.
2. Add borders: select the table, Home → Borders → All Borders.
3. Align numbers to the right and text to the left (Excel does this by itself if the data is typed correctly).
4. Use **Wrap Text** for long headings instead of very wide columns.

FORMAT PAINTER

Click a cell that looks right, click the paintbrush (Format Painter) on the Home tab, then click the cells that should look the same. Double-click the brush to paint many places.

PRACTICE · SHEET L04

Format the salary list: rupee format with no decimals for Basic and HRA, date format for Joining Date, bold navy heading row with white text and borders around the table.

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You have read the free preview of MS Excel Complete Course

Learn Excel the way offices in India use it: 20 short lessons, a ready practice sheet for each one and the answers, from typing your first formula to building a dashboard.

- Course book: 20 lessons in 5 modules, PDF
- Practice file: One sheet of ready data for every lesson
- Answer file: Every task solved with working formulas
- Revision plan: 7-day plan, 15 shortcuts, interview questions

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