

**MSS SUCCESS SPACES**

Units 2K-2L, 2nd Floor E.C. Valle Commercial Center M.L.
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BASIC MICROSOFT EXCEL TRAINING IN THE PHILIPPINES

Building Essential Spreadsheet Skills for Accurate Data Entry, Calculations, Reporting, and Workplace Productivity

A Practical and Customizable Corporate Training Program by Making Strong Success Corporation

PROGRAM OVERVIEW

Microsoft Excel is one of the most widely used workplace tools for recording information, performing calculations, organizing data, preparing reports, tracking activities, and supporting business decisions.

Employees from different departments may use Excel for:

- Attendance and employee records
- Sales and customer information
- Inventory monitoring
- Expense tracking
- Budget preparation
- Performance reports
- Work schedules
- Project monitoring
- Transaction records
- Operational data
- Training records
- Lists, forms, and databases

However, many employees use Excel through trial and error without fully understanding its basic features.

Common difficulties include:

- Entering information inconsistently
- Manually calculating values that Excel can compute automatically
- Using incorrect formulas
- Overwriting formulas accidentally
- Struggling to format worksheets professionally
- Working with disorganized lists
- Having difficulty sorting and filtering information
- Creating charts that are confusing or inaccurate
- Printing worksheets that do not fit properly on the page
- Spending too much time on repetitive tasks
- Being unfamiliar with useful shortcuts and productivity tools
- Producing reports that are difficult for others to understand

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This **Basic Microsoft Excel Training in the Philippines** gives participants a strong and practical foundation in using Microsoft Excel for everyday workplace tasks.

The course is designed for beginners and employees who may already use Excel but have not received formal, structured training. Participants are guided step by step through the Excel interface, workbook creation, data entry, formatting, calculations, basic functions, data organization, chart creation, page setup, printing, and productivity techniques.

This program is suitable for organizations searching for:

- **Basic Microsoft Excel Training in the Philippines**
- **Basic MS Excel Training in the Philippines**
- **Basic Excel Training in the Philippines**
- **Microsoft Excel for Beginners Training in the Philippines**
- **Beginner Excel Training in the Philippines**
- **Fundamentals of Microsoft Excel Training**
- **Microsoft Excel Essentials Training in the Philippines**
- **Basic Spreadsheet Training in the Philippines**

Using the MSS EnterTRAINment approach, the program combines concise demonstrations, guided hands-on exercises, workplace examples, individual practice, short challenges, practical templates, facilitator feedback, and an applied workbook activity.

PROGRAM GOAL

To equip participants with the essential knowledge and practical skills required to create, organize, calculate, format, analyze, present, save, and print basic Microsoft Excel worksheets accurately and efficiently.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the basic purpose and workplace applications of Microsoft Excel
2. Navigate the Excel interface, ribbon, workbook, worksheet, rows, columns, cells, and ranges
3. Create, open, save, rename, and manage Excel workbooks
4. Enter, edit, copy, move, and delete data accurately
5. Recognize common Excel data types
6. Apply appropriate number, date, currency, percentage, and text formats
7. Adjust column widths, row heights, alignment, borders, and cell styles
8. Use AutoFill, Fill Series, and Flash Fill for repetitive data-entry tasks
9. Create basic formulas using arithmetic operators
10. Understand relative and absolute cell references
11. Use essential Excel functions such as SUM, AVERAGE, MIN, MAX, COUNT, COUNTA, and ROUND

12. Identify and correct common formula errors
13. Organize information into structured data lists and Excel tables
14. Sort and filter data based on selected criteria
15. Apply basic conditional formatting to highlight important information
16. Use basic data validation to improve data-entry consistency
17. Freeze rows or columns for easier worksheet navigation
18. Create and format basic charts
19. Prepare worksheets for viewing, sharing, and printing
20. Apply practical shortcuts and productivity techniques
21. Complete a basic workplace Excel workbook independently
22. Develop an action plan for applying Excel skills at work

FROM POINT A TO POINT B

Point A: Current Challenges	Point B: Desired Performance
Employees use Excel mainly through trial and error	Employees follow a structured and confident approach
Calculations are performed manually	Basic formulas and functions automate calculations
Data is entered inconsistently	Information follows clear and consistent formats
Worksheets are difficult to read	Reports are organized and professionally formatted
Employees spend too much time on repetitive entry	AutoFill, Flash Fill, copying, and shortcuts improve productivity
Formulas are copied incorrectly	Participants understand basic cell references
Important information is difficult to locate	Sorting, filtering, tables, and conditional formatting improve visibility
Charts are confusing or inappropriate	Participants create simple and meaningful visual reports
Worksheets print across unnecessary pages	Page setup, scaling, margins, and print areas are configured properly
Employees depend heavily on other people for basic Excel tasks	Participants complete essential spreadsheet tasks independently

ORGANIZATIONAL BENEFITS

A well-designed **Basic Excel Training in the Philippines** can help organizations:

- Improve employee confidence in using spreadsheets
- Reduce manual calculation errors
- Improve the accuracy of workplace records
- Standardize basic worksheet preparation
- Improve the readability of reports



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- Reduce time spent on repetitive tasks
- Strengthen data-entry consistency
- Improve basic reporting and monitoring
- Reduce unnecessary dependence on advanced Excel users
- Prepare employees for intermediate and advanced Excel training
- Improve digital literacy and workplace productivity
- Support better documentation and data management
- Improve the quality of information submitted to supervisors and managers

ONE-DAY TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM–5:00 PM

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	<p>MODULE 1: GETTING STARTED WITH MICROSOFT EXCEL</p> <ul style="list-style-type: none"> • Opening, expectations, learning agreements, and course orientation • What Microsoft Excel is and how it is used in the workplace • Common business applications of spreadsheets • Understanding workbooks and worksheets • Exploring the Excel interface • Ribbon, tabs, groups, commands, formula bar, name box, status bar, and Quick Access Toolbar • Understanding rows, columns, cells, ranges, and active cells • Cell addresses and range references • Navigating worksheets efficiently • Using the mouse, keyboard, scroll bars, name box, and keyboard shortcuts • Creating a new workbook • Opening an existing workbook • Saving and using Save As • Understanding file names, folders, and file formats • Adding, deleting, renaming, moving, copying, and coloring worksheet tabs 	<p>Excel Interface Scavenger Hunt</p> <p>Participants locate and use essential Excel commands.</p> <p>Build Your First Workbook</p> <p>Participants create, save, rename, and organize a workbook containing several worksheets.</p> <p>Data Entry Accuracy Challenge</p> <p>Participants enter and correct a workplace data list using proper data types and formats.</p> <p>Output: Basic Workplace Data Workbook</p>

	<ul style="list-style-type: none"> • Selecting cells, rows, columns, and ranges • Entering and editing data • Understanding text, numbers, dates, times, currencies, percentages, and formulas • Correcting and replacing information • Undo, Redo, Find, and Replace • Copying, cutting, pasting, and using Paste Options • Inserting and deleting rows, columns, and cells • Adjusting column widths and row heights • Using AutoFit • Using AutoFill and Fill Series • Introduction to Flash Fill • Avoiding common data-entry mistakes • Applying basic workbook and worksheet management practices 	
<p>10:00–10:15 AM</p>	<p>Morning Break</p>	
<p>10:15 AM–12:00 PM</p>	<p>MODULE 2: FORMATTING WORKSHEETS AND PERFORMING BASIC CALCULATIONS</p> <ul style="list-style-type: none"> • Why worksheet formatting matters • Applying font type, size, color, bold, italic, and underline • Cell fill colors and borders • Horizontal and vertical alignment • Wrap Text • Indent and orientation • Merge and Center: appropriate and inappropriate uses • Applying built-in cell styles • Using Format Painter • Clearing contents versus clearing formatting • Understanding number formats • General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, and Text • Controlling decimal places • Creating simple custom number displays • Introduction to formulas • The equal sign and Excel formula structure • Using addition, subtraction, multiplication, 	<p>Worksheet Makeover</p> <p>Participants transform an unformatted worksheet into a clean and readable workplace report.</p> <p>Formula Builder Challenge</p> <p>Participants create formulas for quantities, rates, totals, balances, and percentages.</p> <p>Essential Functions Practice</p> <p>Participants use SUM, AVERAGE, MIN, MAX, COUNT, COUNTA, and ROUND on a workplace dataset.</p> <p>Find and Fix the Error</p> <p>Participants identify and correct basic formula and reference errors.</p> <p>Output: Formatted Calculation Worksheet</p>



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	<p>division, and exponent operators</p> <ul style="list-style-type: none"> • Understanding the order of operations • Using parentheses in formulas • Referencing cells instead of typing values directly • Copying formulas using the fill handle • Understanding relative cell references • Introduction to absolute cell references using the dollar sign • Using fixed rates, percentages, or reference values in calculations • Essential Excel functions • SUM • AVERAGE • MIN • MAX • COUNT • COUNTA • ROUND • Using AutoSum • Understanding function syntax and arguments • Selecting correct cell ranges • Recognizing common formula errors • #####, #DIV/0!, #VALUE!, #NAME?, and #REF! • Checking and correcting basic formulas • Displaying formulas for review 	
<p>12:00–1:00 PM</p>	<p style="text-align: center;">Lunch Break</p>	
<p>1:00–3:00 PM</p>	<p>MODULE 3: ORGANIZING, SORTING, FILTERING, AND HIGHLIGHTING DATA</p> <ul style="list-style-type: none"> • Understanding a well-organized data list • Using one header row • Maintaining consistent entries • Avoiding unnecessary blank rows and columns • Keeping one type of information per column • Converting data into an Excel table • Benefits of Excel tables • Table styles and structured data • Adding rows and columns to a table 	<p>Fix the Data List</p> <p>Participants identify and correct structural problems in a disorganized worksheet.</p> <p>Table, Sort, and Filter Challenge</p> <p>Participants convert a data range into a table and retrieve information using sorting and filtering.</p> <p>Highlight What Matters</p>

	<ul style="list-style-type: none"> • Using the Total Row • Removing duplicate records • Sorting data • Sorting text alphabetically • Sorting numbers from smallest to largest • Sorting dates from oldest to newest • Applying multi-level sorting • Avoiding partial-range sorting mistakes • Filtering data • Applying basic text, number, and date filters • Selecting and clearing filter criteria • Filtering by color • Using Search within filters • Freezing panes • Freezing the top row or first column • Hiding and unhiding rows and columns • Introduction to conditional formatting • Highlighting duplicate values • Highlighting values above, below, or equal to a target • Using data bars, color scales, and icon sets • Managing and removing conditional-formatting rules • Introduction to data validation • Creating simple drop-down lists • Restricting data entry • Adding input and error messages • Improving consistency and reducing avoidable data-entry errors • Protecting worksheet quality through basic standards 	<p>Participants use conditional formatting to identify deadlines, high values, low values, duplicates, and exceptions.</p> <p>Control the Entry</p> <p>Participants create a basic drop-down list using data validation.</p> <p>Output: Organized and Interactive Data Table</p>
<p>3:00–3:15 PM</p>	<p>Afternoon Break</p>	
<p>3:15–5:00 PM</p>	<p>MODULE 4: CREATING BASIC CHARTS, PREPARING REPORTS, AND IMPROVING PRODUCTIVITY</p> <ul style="list-style-type: none"> • Why charts are used • Selecting the correct data for a chart • Understanding basic chart types • Column charts • Bar charts • Line charts 	<p>Choose the Right Chart</p> <p>Participants match business reporting needs with appropriate chart types.</p> <p>Create a Visual Report</p> <p>Participants create and format a basic chart from a workplace dataset.</p>



- Pie charts
- Choosing an appropriate chart for the message
- Creating a chart
- Moving and resizing charts
- Adding and editing chart titles
- Working with legends, axes, labels, and gridlines
- Changing chart type and style
- Avoiding misleading or overly complicated charts
- Preparing a worksheet for presentation
- Using headings, spacing, alignment, and visual hierarchy
- Page Layout view and Print Preview
- Setting page orientation
- Adjusting margins
- Selecting paper size
- Setting the print area
- Scaling a worksheet to fit the page
- Adding page breaks
- Repeating header rows during printing
- Adding headers and footers
- Printing selected worksheets or ranges
- Checking readability before printing or saving as PDF
- Workbook review and quality checking
- Checking formulas, labels, dates, totals, formatting, and print setup
- Essential keyboard shortcuts for beginners
- Navigation shortcuts
- Selection shortcuts
- Copy, paste, save, undo, find, and format shortcuts
- Basic file protection and responsible handling of workplace information
- Introduction to the E.X.C.E.L. Basic Spreadsheet Workflow
- Final hands-on application and workplace action planning

Print It Right Challenge

Participants correct a worksheet that prints poorly across several pages.

Final Excel Skills Application

Participants complete a practical workbook involving data entry, formulas, functions, formatting, sorting, filtering, conditional formatting, charting, and printing.

Final Outputs:

1. Completed Basic Excel Workplace Workbook
2. Personal Excel Skills Application Plan

THE E.X.C.E.L. BASIC SPREADSHEET WORKFLOW

E — Establish the Purpose and Structure

Before creating a worksheet:

- Identify the purpose of the workbook
- Determine what information is required
- Define the worksheet headings
- Decide how the information should be organized
- Consider who will use or review the file

X — eXamine and Enter Data Accurately

- Use consistent data formats
- Enter one type of information per column
- Check names, dates, values, and labels
- Avoid unnecessary blank rows and merged cells
- Correct errors before continuing

C — Calculate Using Formulas and Functions

- Use cell references rather than manually typed values
- Apply the correct mathematical operator
- Select the correct function and range
- Copy formulas carefully
- Review totals and formula results

E — Enhance Readability and Organization

- Apply clear headings
- Use appropriate number formats
- Adjust columns and rows
- Use borders, alignment, and styles consistently
- Sort, filter, and highlight important information
- Avoid excessive colors and unnecessary decoration

L — Look Over, Save, Share, and Print Properly

- Check the data and formulas
- Review the worksheet for readability
- Confirm page setup and print preview
- Save the workbook using a clear file name
- Protect sensitive information
- Share only the correct and final version

BASIC EXCEL SKILLS COVERED

The course develops foundational skills in:

1. Excel interface navigation
2. Workbook and worksheet management
3. Data entry and editing
4. Data types and number formats
5. Cell and worksheet formatting
6. AutoFill and Flash Fill
7. Basic arithmetic formulas
8. Relative and absolute cell references
9. Essential functions
10. Data tables
11. Sorting and filtering
12. Conditional formatting
13. Data validation
14. Basic chart creation
15. Page setup and printing
16. Keyboard shortcuts
17. Workbook quality checking
18. Basic information protection

ESSENTIAL FUNCTIONS INTRODUCED

SUM

Adds values within a selected range.

Common workplace uses include:

- Total sales
- Total expenses
- Total quantities
- Total hours
- Total payments

AVERAGE

Calculates the arithmetic mean of selected values.

Common uses include:

- Average performance score
- Average transaction value
- Average attendance
- Average processing time

MIN

Returns the smallest value in a range.

MAX

Returns the largest value in a range.

COUNT

Counts cells containing numbers.

COUNTA

Counts nonblank cells containing numbers, text, or other entries.

ROUND

Rounds a number to a specified number of decimal places.

Additional functions may be introduced depending on the participants' pace and workplace requirements.

BASIC MICROSOFT EXCEL VERSUS INTERMEDIATE EXCEL

Basic Microsoft Excel Training	Intermediate Microsoft Excel Training
Introduces workbook navigation and data entry	Builds more advanced data-management capability
Covers basic formatting	Uses more sophisticated formatting and templates
Introduces arithmetic formulas	Uses more complex formulas and multiple conditions
Covers SUM, AVERAGE, MIN, MAX, and counting functions	Commonly includes IF, SUMIF, COUNTIF, lookup, text, and date functions
Introduces relative and absolute references	Applies mixed references and more complex formula structures
Covers basic sorting and filtering	Uses advanced filters, subtotals, and larger datasets
Introduces simple charts	Develops more advanced and dynamic reporting
Prepares employees for everyday spreadsheet tasks	Prepares employees for analytical and reporting responsibilities

Participants should have a reliable foundation in basic Excel before proceeding to more advanced courses.

COMMON BASIC EXCEL MISTAKES COVERED

Participants will learn to avoid:

1. Typing totals manually instead of using formulas
2. Using calculators for values Excel can compute

3. Combining several types of information in one cell
4. Leaving unnecessary blank rows inside a data list
5. Applying inconsistent date or number formats
6. Using Merge and Center throughout a working data table
7. Typing values directly into formulas instead of using cell references
8. Copying formulas without checking references
9. Sorting only one column and separating related information
10. Using too many colors, borders, or font styles
11. Creating charts without clear titles or labels
12. Using pie charts for too many categories
13. Printing without checking Print Preview
14. Saving files with unclear names such as “Book1” or “Final Final”
15. Overwriting the original file without creating an appropriate copy
16. Sharing sensitive data without checking the workbook
17. Failing to verify formulas and totals
18. Depending entirely on the mouse instead of using basic shortcuts

SAMPLE WORKPLACE EXERCISES

The training may use worksheets such as:

- Employee attendance tracker
- Sales monitoring report
- Expense summary
- Inventory list
- Training attendance sheet
- Customer information list
- Work schedule
- Budget worksheet
- Project task tracker
- Procurement monitoring sheet
- Performance-score summary
- Daily transaction report

The exercises may be customized according to the client’s industry and participants’ responsibilities.

TRAINING METHODOLOGY

This **Basic MS Excel Training in the Philippines** uses a hands-on, demonstration-and-practice methodology.

Learning methods may include:

- Facilitator demonstrations

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- Step-by-step guided exercises
- Individual hands-on practice
- Short Excel challenges
- Workplace-based datasets
- Formula-building exercises
- Data-cleaning activities
- Chart-creation practice
- Error-identification exercises
- Applied workbook development
- Facilitator coaching and feedback
- Skills assessment
- Workplace application planning

Each participant should have access to a computer or laptop with a compatible version of Microsoft Excel installed.

TARGET PARTICIPANTS

This program is suitable for:

- Employees who are new to Microsoft Excel
- Employees who use Excel without formal training
- Administrative assistants
- Human resource personnel
- Sales support employees
- Finance and accounting support staff
- Operations personnel
- Warehouse and inventory employees
- Procurement personnel
- Customer service teams
- Project support staff
- Supervisors and team leaders
- Small-business employees
- New hires
- Management trainees
- Employees preparing for intermediate Excel training

No advanced Excel knowledge is required.

EXPECTED PARTICIPANT OUTPUTS

1. Basic Workplace Data Workbook

A workbook demonstrating:

- Worksheet creation
- Data entry
- Workbook management
- Basic formatting
- File organization

2. Formatted Calculation Worksheet

A worksheet containing:

- Arithmetic formulas
- Essential functions
- Relative references
- Absolute references
- Number formats
- Professional presentation

3. Organized and Interactive Data Table

A structured dataset using:

- Excel tables
- Sorting
- Filtering
- Conditional formatting
- Basic data validation
- Freeze Panes

4. Basic Visual Report

A worksheet containing:

- Summary information
- A properly selected chart
- Clear labels
- Appropriate chart formatting
- Print-ready page setup

5. Personal Excel Skills Application Plan

Participants identify:

- Workplace files they can improve
- Manual tasks they can automate
- Functions and features they will begin using
- Skills requiring further practice

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- Opportunities for intermediate Excel development

DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led virtual training
- Hybrid training
- One-day intensive training
- Two half-day sessions
- Multi-batch organizational rollout
- Customized department-based Excel training
- Part of a Basic–Intermediate–Advanced Microsoft Excel learning pathway

The program may be customized based on the organization's:

- Industry
- Employee roles
- Existing Excel proficiency
- Common reports and worksheets
- Microsoft Excel version
- Business processes
- Reporting requirements
- Available training time
- Preferred sample datasets

RECOMMENDED TECHNICAL REQUIREMENTS

Participants should have:

- A laptop or desktop computer
- A functioning version of Microsoft Excel
- Basic familiarity with using a keyboard and mouse
- Access to the training files
- Permission to save and edit workbook files
- A stable internet connection for virtual delivery
- A second screen when available for easier virtual participation

Mobile phones and tablets are generally not recommended for hands-on Excel training.

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RECOMMENDED PRE-TRAINING ASSESSMENT

A short pre-training assessment may be used to determine whether participants can:

- Open and save a workbook
- Enter and edit data
- Format cells
- Create a basic formula
- Use a basic function
- Sort and filter information
- Create a chart
- Prepare a worksheet for printing

Participants with significantly stronger skills may be more appropriate for Intermediate Microsoft Excel Training.

FREQUENTLY ASKED QUESTIONS

What is Basic Microsoft Excel Training?

Basic Microsoft Excel Training in the Philippines teaches beginners how to create, edit, calculate, format, organize, present, save, and print spreadsheets for everyday workplace use.

It provides a structured foundation before participants proceed to intermediate or advanced Excel topics.

What is the difference between Microsoft Excel and MS Excel?

There is no difference.

“MS Excel” is a commonly used shortened form of “Microsoft Excel.” Organizations searching for **Basic MS Excel Training in the Philippines** and **Basic Microsoft Excel Training in the Philippines** are generally looking for the same type of program.

Who should attend Basic Excel Training?

The program is appropriate for employees who:

- Have little or no previous Excel experience
- Use Excel mainly through trial and error
- Need to improve spreadsheet confidence
- Perform basic reporting or record-keeping tasks
- Need preparation before intermediate Excel training

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Does the program include formulas?

Yes.

The course introduces arithmetic formulas, the order of operations, cell references, relative references, absolute references, copying formulas, and common formula errors.

Which Excel functions are covered?

The basic program commonly covers:

- SUM
- AVERAGE
- MIN
- MAX
- COUNT
- COUNTA
- ROUND

Additional functions may be added based on the participants' learning pace.

Does the course include charts?

Yes.

Participants learn how to create and format basic column, bar, line, and pie charts.

Does the training include PivotTables?

PivotTables are generally included in an Intermediate Microsoft Excel Training program because participants should first understand basic data structure, formulas, sorting, filtering, and tables.

A brief introduction may be provided when requested, but comprehensive PivotTable training is not part of the standard basic program.

Does the course cover macros or VBA?

No.

Macros and Visual Basic for Applications are advanced topics and are not appropriate for a foundational Excel course.

Can the exercises use our company's actual reports?

Yes.

The training may incorporate anonymized versions of the organization's attendance sheets, sales reports, inventory records, tracking files, or other basic worksheets.

Confidential information should be removed before training materials are provided.

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Can the training be delivered virtually?

Yes.

The course may be conducted through live virtual training with screen-sharing demonstrations, downloadable practice files, individual exercises, digital assessments, and facilitator support.

Is one day enough for Basic Excel Training?

A one-day program can cover the essential foundational skills when participants have similar proficiency levels and access to individual computers.

Two half-day sessions or a two-day version may be recommended when:

- Participants have very limited computer experience
- Additional practice is required
- The organization wants more workplace exercises
- Participants need closer coaching
- Post-training assessment is required

What comes after Basic Excel Training?

Participants may proceed to:

- Intermediate Microsoft Excel Training
- Advanced Microsoft Excel Training
- Microsoft Excel Data Analysis Training
- Excel Dashboard and Reporting Training
- Microsoft Power BI Training
- Excel Automation and Macros Training

RELATED DIGITAL SKILLS TRAINING PROGRAMS

Organizations may also consider:

- Intermediate Microsoft Excel Training
- Advanced Microsoft Excel Training
- Microsoft Excel Data Analysis Training
- Excel Dashboard and Reporting Training
- Microsoft Power BI Training
- Microsoft Word Training
- Microsoft PowerPoint Training
- Google Workspace Training
- Artificial Intelligence for Workplace Productivity
- Digital Collaboration and Productivity Tools Training

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WHY CHOOSE MSS CORPORATION?

Making Strong Success Corporation delivers practical and customizable digital-skills training programs based on real workplace applications.

Our approach combines:

- Step-by-step instruction
- Hands-on practice
- Workplace-based exercises
- Practical and reusable templates
- Guided demonstrations
- Individual skills application
- Facilitator coaching and feedback
- Pre-training and post-training assessment options
- Customization according to participant roles and organizational needs

This **Basic Microsoft Excel Training in the Philippines** is designed not merely to introduce spreadsheet commands but to help employees use Excel more accurately, confidently, efficiently, and professionally in their daily work.

REQUEST A CUSTOMIZED PROGRAM

Organizations searching for **Basic Microsoft Excel Training in the Philippines**, **Basic MS Excel Training in the Philippines**, **Basic Excel Training in the Philippines**, or **Microsoft Excel for Beginners Training in the Philippines** may request a customized program based on their employee profiles, existing skill levels, workplace reports, preferred exercises, and learning objectives.

Start with the fundamentals. Build confidence through practice. Use Excel to work smarter and produce better results.