

# Course 2: Basics of Excel Spreadsheet & Workbook

A beginner-friendly course introducing the fundamentals of Microsoft Excel. Learners build essential spreadsheet and workbook skills used in academics, offices, and business. The course is self-paced, includes quizzes for practice, and offers a certificate upon completion.

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**Link:** <https://uniathena.com/short-courses/basics-of-excel-spreadsheet-workbook>

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### Course Overview

This is a beginner-friendly course designed to introduce learners to the fundamental concepts of Microsoft Excel. It helps learners develop essential spreadsheet skills that are widely used in academics, offices, and business environments.

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### How to Enroll

1. Open the course link: <https://uniathena.com/short-courses/basics-of-excel-spreadsheet-workbook>
2. Click **Start Now**, **Enroll**, or **Sign Up**.
3. Register using your **Google Account** or **UniAthena Account**.
4. If creating a new account, enter your:
  - First Name
  - Last Name
  - Email Address
  - Password

5. Verify your email if prompted.
  6. Log in to your UniAthena account.
  7. Click **Start Now** to enroll in the course.
  8. Complete all lessons and chapter quizzes (a minimum **50% score** is required to pass).
  9. After successful completion, download your certificate (certificate charges may apply depending on the option chosen).
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## Key Features

- Suitable for beginners
- Can be completed at your own pace
- Certificate available upon completion