

Course 3: Understanding MS Excel Basics.

A beginner-friendly course that introduces the fundamentals of Microsoft Excel. Learners explore the interface, worksheets, and workbooks, practice data entry and formatting, and use basic formulas for simple calculations. The course is self-paced, with video lessons that help build a strong foundation for advanced Excel and data analysis. A certificate is available upon completion.

- [Course 3: Understanding MS Excel Basics.](#)

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Link: https://www.futureskillsprime.in/iDH/fsp/Dashboard/Products_detail/230328057

Course Highlights

Understanding MS Excel Basics 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.

The course highlights are:

- Introduction to the Microsoft Excel interface, worksheets, and workbooks
 - Hands-on learning with data entry, cell formatting, and basic spreadsheet operations
 - Learn essential Excel formulas and functions for performing simple calculations
 - Understand how to organize, edit, and manage data efficiently
 - Beginner-friendly, self-paced video lessons that can be completed anytime
 - Helps learners build a strong foundation for advanced Excel and data analysis skills
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How to Enroll

1. Open the FutureSkills Prime website: <https://www.futureskillsprime.in/>
2. Click **Login** at the top-right corner of the homepage.

3. Sign in using **DigiLocker**, **Google Account**, or **Registered Email ID and Password**.
 4. If choosing DigiLocker, enter your mobile number/username, verify the OTP, and grant permission to share profile details.
 5. Once logged in, go to your **FutureSkills Prime Dashboard**.
 6. Click **My Dashboard** from the top menu, then click **My Products** from the left-side panel.
 7. Search and select '**Understanding MS Excel Basics**'.
 8. Click **View Content** to start the course.
 9. The course will open in YouTube. Watch the complete video.
 10. Close the window and return to the dashboard; refresh if needed. Once finished, the status will update to **Completed**.
 11. Verify completion in **My Products** and download your certificate from **Skills Passport** or **Certificates** if available.
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Key Features

- Beginner-friendly
- Self-paced video lessons
- Certificate available upon completion