



Introduction to Excel

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: An understanding of windows and the ability to use a mouse.

Objectives

- Exploring Excel
- Developing Basic Skills
- Creating Formulas
- Formatting Data
- Mastering Workbook Skills
- Printing Worksheets

Course Outline

Exploring Excel

- Exploring the Excel window
- Using tabs, ribbons and groups
- Working with the Quick Access Toolbar
- Making Excel work with previous versions

Developing Basic Skills

- Selecting a cell
- Selecting a range of cells
- Entering text (labels) into a cell
- Entering numbers (values) into a cell

- Deleting data from a cell
- Editing contents of a cell
- Using the Name Box
- Using Undo
- Using Redo
- Using the Fill Handle
- Opening and closing a workbook
- Saving a workbook

Creating Formulas

- Typing formulas
- Using the mouse to create a formula
- Using the AutoSum tool
- Working with Relative References
- Working with Absolute References
- Linking cells between worksheets
- Creating 3-D formulas

Formatting Data

- Aligning data within cells
- Changing fonts
- Applying attributes to data
- Formatting numbers
- Adding borders to cells
- Centering a heading across rows
- Using the Format Painter
- Adjusting column width

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Mastering Workbook Skills

- Inserting and deleting columns
- Inserting and deleting rows
- Moving data using drag-and-drop
- Copying data using drag-and-drop
- Using AutoFill
- Using AutoComplete
- Creating Custom Lists
- Naming and renaming worksheets
- Coloring worksheet tabs
- Moving worksheets within a workbook
- Moving worksheets to another workbook
- Copying a worksheet
- Grouping worksheets
- Viewing two worksheets in the same workbook
- Working with Page Layout View
- Working with Page Break View
- Adding comments to a worksheet

Printing Worksheets

- Setting a print area
- Clearing a print area
- Working with page breaks
- Using Print Preview
- Setting page orientation
- Setting margins
- Using Print Titles to repeat rows at the top of pages
- Creating basic headers and footers
- Printing comments

What Comes Next

Intermediate Excel
Advanced Excel

Excel Charts
Pivot Tables

Note :

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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Intermediate Excel

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction to Excel or equivalent knowledge.

Objectives

- Working with Frequently used Functions
- Improving Workbook Skills
- Advanced Printing
- Working with Styles and Templates

Course Outline

Working with Functions and Formulas

- Formula AutoComplete
- The Minimum function
- The maximum function
- The Average function
- The Count, CountAll, and CountBlank functions
- The IF function
- Date functions
- The PMT function
- Working with calculated columns

Improving Workbook Skills

- Creating and using cell and range names
- Using Paste Name
- Hiding columns and rows
- Protecting the worksheet
- Unlocking cells
- Creating a linear series
- Creating ad date series
- Sorting worksheet data
- Spell checking the worksheet
- Changing paper size and print scale
- Using find and replace
- Indenting text within a cell
- Creating a group
- Protecting a worksheet
- Protecting a workbook

Advanced Printing

- Using Page Layout view
- Creating custom headers and footers

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- Using Print Titles to repeat rows at the top of every page
- Printing gridlines
- Using Page Break view
- Setting and removing page breaks
- Resetting all page breaks

Working with Styles and Templates

- Using Special formats
- Creating number formats
- Creating date formats
- Creating formats that contain text
- Creating styles
- Applying styles
- Modifying styles
- Merging styles
- Creating at template
- Using a template

What Comes Next

Advanced Excel
Excel Pivot Tables
Excel Charts

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Advanced Excel

Length: 2 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction and Intermediate Excel or equivalent knowledge.

Objectives

- Working with Conditional Formulas
- Working with Conditional Formatting
- Performing Calculations with Time
- Working with Hyperlinks
- Refining Formulas
- Working with Data Validation
- Using What-If Analysis
- Using Lookup Functions
- Working with Data Lists
- Creating Custom Views Using the Auditing Toolbar
- Advanced Features
- Excel and the Internet
- Sharing Workbooks
- Introduction to Working with Macros

Course Outline

Working with Conditional Formulas

- Using the IF function
- Using an AND condition with the IF function
- Using an OR condition with the IF function
- Creating a nested IF function
- Using the ROUND function

Working with Conditional Formatting

- Applying conditional formats to cells
- Adding a conditional format
- Deleting a conditional format

Performing Calculations with Time

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Working with Hyperlinks

- Working with Bookmarks
- Inserting Hyperlinks within the workbook
- Inserting Hyperlinks between workbooks
- Linking to an e-mail address
- Adding a ScreenTip to a hyperlink

Refining Formulas

- Creating Subtotals
- Removing Subtotals
- Using Outline Symbols with the Subtotal Feature
- Using GoTo Special
- Working with Circular References

Working with Data Validation

- Setting up data validation
- Creating custom error messages
- Removing data validation
- Validating data using a list
- Circling invalid data

Using What-If Analysis

- Using Goal Seek

- Creating a one-variable data tables
- Creating a two-variable data table
- Creating a Scenario
- Displaying a Scenario
- Creating a Scenario Summary Report
- Creating a Scenario Pivot Table Report
- Creating a Scenario using Goal Seek
- Working with Solver

What Comes Next

Excel Pivot Tables

Excel Charts

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