

EXCEL Introduction (1 Day)

Overview

In this Introduction to Microsoft Excel class, you will learn to create clear, professional Excel worksheets. This course is designed for students who want to create, edit, format, and print worksheets using Excel.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

Course Benefits

- Create basic worksheets using Microsoft Excel.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.

Outline

Creating a Microsoft Excel Workbook

- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Closing a Workbook

The Ribbon

- Tabs
- Groups
- Tell Me
- Commands

The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Workbook
- New Workbooks and Excel Templates
- Printing Worksheets
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

The Quick Access Toolbar

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

Entering Data in Microsoft Excel Worksheets

- Entering Text
 - Using Flash Fill
 - Expand Data across Columns
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle

Formatting Microsoft Excel Worksheets

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Adding a Watermark
- The Font Group
- The Alignment Group
- The Number Group

Using Formulas in Microsoft Excel

- Math Operators and the Order of Operations
- Entering Formulas
 - Ink Equations
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
 - Displaying Formulas
- Relative, Absolute, and Mixed Cell References

Working with Rows and Columns

- Inserting Rows and Columns
- Deleting Rows and Columns
- Transposing Rows and Columns
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Splitting the Worksheet Window
- Freezing Panes
- Exercise: Working with Rows and Columns

Editing Worksheets

- Find
- Find and Replace
- Using the Clipboard
- Managing Comments
 - Adding Comments
 - Working with Comments

Finalizing Microsoft Excel Worksheets

- Setting Margins
- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers