

Microsoft Excel Fundamentals

Duration: 2 Days · **Training format:** Virtual Classroom / Online

Description

Students will gain the knowledge the skills and the confidence to create, format, enhance and print simple spreadsheets. Also in this course you will learn how to use formulas and some advanced functions, create and format tables, sort and filter, add and format graphics, and protect and finalize a workbook.

Delegates will learn

- Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.
- Also, you will be able to leverage the power of data calculations and presentation in order to make informed, intelligent organizational decisions. You will work with functions and lists, create advanced formulas, protect your spreadsheets and work with custom view.

Outline

Explore the User Interface

- Backstage View*
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs
- Create, Open and Save Workbooks

Work with Data

- Enter, Edit and Delete Data
- Data Selection Methods
- Use Autofill and Autocomplete
- Cut, Copy, Paste and Paste Special
- Resize Columns and Rows
- Insert and Delete Columns, Rows, Cells

- Use Undo, Redo and Repeat
- Spellcheck and AutoCorrect
- Use Find, Replace and Go To
- Use Basic Functions
- Use SmartTags and Options Buttons
- Add, Edit, and Remove Comments

Format A Workbook

- Format Using the Home Ribbon
- Format Using the Mini-Toolbar
- Format Using Dialog Boxes
- Use and Modify Conditional Formatting
- Use the Format Painter
- Create and Modify Styles
- Add, Name, Move, Delete and Colour Sheets

Charts

- Create and Format a Chart
- Modify Chart Layout and Structure
- Change Chart Types, Options, Location and
- Data Source
- Save a Chart as a Template

Printing and Viewing A Workbook

- Use the View Ribbon
- Split and Freeze
- Manage Multiple Windows
- Use Page Layout, Print Preview and Basic
- Print Options
- Add Headers and Footers

Customize

- Customize the Quick Access Toolbar
- Show/Hide the Ribbon

Use Tables

- Create a Table From Data
- Modify Table Format and Structure
- Use Structured References in a Table

Formulas and Functions

- Understand Mathematical Operators
- Use AutoFunctions
- Use Relative and Absolute References
- Explore the Function Ribbon and Overview of Categories
- Use the Insert Function Wizard and Dialog Box
- Use Basic Text, Financial, Date, and Logical Functions
- Name and Use Ranges of Cells in Formulas
- Use Array Formulas
- Audit Formulas
- Trace and Remove Trace Arrows
- Use a Watch Window

Sort and Filter

- Use Basic Sort Options
- Advanced Sort Options
- Use Autofilters
- Create Custom Autofilters
- Use Advanced Filters
- Use Data Validation
- Use Database Functions

Enhance A Workbook

- Insert Symbols and Characters
- Add and Format Shapes
- Manipulate Shapes
- Use and Modify SmartArt
- Add a Signature Line
- Add and Format Text Boxes and WordArt
- Use Screenshot
- Link and Embed Objects

Protect and Finalize

- Add Protection
- Allow Edit Options within Protection
- Info Panel Options*
- Share Panel Options*
- Use the Document Inspector
- Check Compatibility and Mark as Final

- Customize Excel Options

Views

- Create Custom Views
- Hide Workbooks, Sheets and Cells
- Set File Properties