

Excel Training Class: Introduction

Learn Excel in this hands-on course.

In this hands-on, live Excel course you learn the foundations of Excel along with essential Excel formulas and how to work efficiently and effectively using Excel. You also learn techniques for working with and managing data in Excel, including how to use calculations, apply formatting to content, and how to create charts. The course includes multiple projects that help you practice and apply the skills you learn. This one-day course provides a solid foundation for jobs that require Excel.

In this introduction to Excel course you will learn:

- Calculations and Formulas: Discover how to use Excel for calculations including sum and average, and how to calculate and tabulate data easily with built-in formulas.
- Efficient Data Entry using Autofill: Learn how Excel can automatically complete text and numbers, reducing data entry work while improving accuracy.
- Functions: Find out how to use functions for formatting and correcting text, including removing unnecessary spaces, changing the case of text, and extracting specific characters.
- Formatting text, numbers, and cells: Understand how to apply formatting and color to text and cells and set the alignment of text and numbers within cells, both vertically and horizontally.
- Format Painter: Discover how to easily copy formatting between cells.
- Conditional Formatting: Set format requirements for cells based on criteria you define to easily visualize data. For example, set all positive values to green with negative values set to red.
- Charts and Graphs: Learn the basics of creating charts and graphs for data visualization. Find out how to create charts including pie charts, line graphs, and bar charts.
- Quick Access Toolbar: Discover how to work more efficiently by saving commonly used functions and commands with the Quick Access Toolbar.
- Cell Referencing: Learn to create references to cells, allowing you keep formulas accurate even as cell content changes, and making it possible to copy formulas to other cells.
- Lock values: Learn to lock the values in specific cells so they can be consistently referenced or used in formulas.

Excel Training Class: Introduction - Course Topics

Introduction to Excel

Understand the Excel interface. Topics include:

- Exploring the Status bar
- Switching views
- Changing the size of the worksheet display
- Using the Quick Access Toolbar
- Using the Formula Bar
- Moving around the worksheet
- Navigating the worksheet with the keyboard
- Moving to specific cells

Creating and using Excel Worksheets

*Understand various ways of **entering data in Excel** as well as **printing from Excel** as you learn ways to easily print or convert Excel content to PDF. Find out how to **use multiple worksheets** in Excel, and learn to organize data by creating, moving, copying, and managing Excel worksheets. Find out how to work more efficiently by using **repeat actions** in Excel to quickly duplicate prior actions. Find out how to save time using **Excel Shortcuts** as you discover keyboard shortcuts that save time and help you to work more efficiently. Topics include:*

- Creating workbooks
- Entering data in a cell
- Entering text and numbers
- Entering dates and times
- Entering formulas
- Exercise: Using Functions
- Working with cell ranges
- Exercise: Selecting a range of cells
- Exercise: Selecting a collection
- Using AutoFill to fill a range with data
- Saving workbooks
- Editing data
- Inserting cells
- Deleting cells
- Clearing cells
- Working with rows and columns
- Inserting rows and columns
- Deleting rows and columns
- Hiding and unhiding rows and columns
- Freezing and unfreezing rows and columns

- Creating additional worksheets
- Renaming worksheets
- Moving and copying worksheets
- Hiding sheets
- Unhiding sheets
- Deleting worksheets
- Printing worksheets and workbooks
- Printing a range of data
- Viewing the page layout
- Adding headers and footers
- Changing margins
- Changing the orientation
- Printing titles
- Turning gridlines off and on

Formatting in Excel

*Learn about **formatting Excel sheets** and content. Learn to visually distinguish certain text and numbers by applying formatting. Find out how to use the **Format Painter** in Excel: Learn to duplicate formatting from any cell and apply it to others. **Applying Conditional Formatting**: Discover how to apply formatting depending upon rules relating to content. Topics include:*

- Understanding cell formats
- Changing number formats
- Changing the number of decimal places
- Adding the thousands separator
- Assigning the currency format
- Assigning the accounting format
- Assigning the text format
- Changing the font and font size
- Changing the color of your text
- Changing the fill color
- Changing text attributes
- Modifying row heights and column widths
- Cell alignment
- Merging and centering columns
- Wrapping text
- Rotating text
- Applying Borders and shading
- Copying cell formats
- Working with cell styles
- Applying cell styles
- Clearing a style
- Creating a style

- Modifying a style
- Merging styles from other worksheets
- Using conditional formatting
- Using page themes
- Changing the color scheme
- Changing the font set
- Changing the effects

Using Excel formulas

Learn to create **Excel calculations**, formulas, and functions, including using **Excel formulas** to perform mathematical expressions.

Use **True / False** in Excel to check for matching data. Find out how to use **Excel Functions** including **AutoSum** and **text functions** that can modify text based upon input values. Also learn about **multi-Input Functions** which require multiple inputs and **Constant Cell References** that can be used for calculations. Topics include:

- Understanding Formulas including
 - Operator
 - Operand
 - Arithmetic formula
- Order of operations
- Comparison formula
- Entering simple formulas
- Building a formula by typing
- Building a formula by pointing
- Referencing cells from other worksheets or workbooks
- Referencing a cell in another worksheet
- Referencing a cell in another workbook
- Using functions
- Using the Function Library
- Creating a formula with a function
- Using the AutoSum tool
- Quickly adding up a range of values

- Using common functions including
 - SUM and AVERAGE
 - MAX and MIN
 - MEDIAN
 - IF and COUNTIF
 - NOW and PMT

- Working with ranges
- Naming a range of cells
- Naming a range of cells from a selection
- Using a range name in a formula
- Editing a range name
- Extending a range
- Deleting a range name
- Copying formulas
- Using absolute and relative cell references
- Making a cell reference absolute
- Copying formulas with AutoFill
- Copying formulas with Copy and Paste
- Pasting formula results
- Moving worksheet formulas
- Formula auditing
- Tracing formula precedents
- Tracing formula dependents
- Removing tracer arrows
- Viewing formula references
- Displaying worksheet formulas

Introduction to Charts and Graphs

Learn to **create line charts** and **spark lines** to represent data visually. Find out about various chart types including creating **Column Charts** using Excel as you learn to create column charts for data visualization.

Discover how to create **pie charts** for data visualization. Topics include:

- Understanding chart types
- Creating a chart
- Understanding chart elements
- Using chart recommendations
- Moving and resizing charts