



COURSE DESCRIPTION

On this hands-on beginner class you will learn to create, modify, format and print Excel worksheets and workbooks. You will learn basic formulas and functions, how to manipulate data, and how to add charts. This course is ideal for people new to Excel who need to produce reports, budgets, lists and other spreadsheets. **Live face-to-face instructor – still the best way to learn!**

LEARNING OBJECTIVES

- ⌚ Identify basic worksheet and workbook concepts and terms
- ⌚ Enter and edit data
- ⌚ Format and enhance the appearance of your worksheet
- ⌚ Perform basic calculations
- ⌚ Working with and manipulating data
- ⌚ Represent data in charts
- ⌚ Change the page set-up to define how the workbook prints
- ⌚ Work with templates and other useful settings

DETAILED COURSE OUTLINE

EXCEL ESSENTIALS	FORMATTING A WORKSHEET	OUTPUT
<ul style="list-style-type: none"> ⌚ The Excel Interface ⌚ Opening a Workbook ⌚ Navigating around a Workbook ⌚ Finding Data ⌚ Entering Data ⌚ Saving and Closing a Workbook 	<ul style="list-style-type: none"> ⌚ Moving and Copying Data ⌚ Copying Data ⌚ Copying Data with AutoFill ⌚ Creating a Series with AutoFill ⌚ Changing the Appearance of Data ⌚ Changing Row Height ⌚ Formatting Numbers ⌚ Applying Fonts ⌚ Adding Enhancements ⌚ Aligning Data in Cells ⌚ Merging and Centering Cells ⌚ Rotating and Indenting Text ⌚ Adding Borders and Shading 	<ul style="list-style-type: none"> ⌚ Managing Worksheet Windows ⌚ Freezing Panes ⌚ Printing Worksheets ⌚ Print Setup Options ⌚ Print Areas and Titles ⌚ Headers and Footers ⌚ Sharing Workbooks
CREATING WORKSHEETS	MANIPULATING DATA	SETTINGS AND TEMPLATES
<ul style="list-style-type: none"> ⌚ Types of Data ⌚ Entering Text ⌚ Adjusting Column Width ⌚ Entering Numbers ⌚ Types of Formulas ⌚ Entering Formulas ⌚ About Functions ⌚ Inserting Functions ⌚ Copying and Moving Data ⌚ Copying Formulas ⌚ Absolute and Relative References 	<ul style="list-style-type: none"> ⌚ Data Entry Shortcuts ⌚ Fill and Auto Fill ⌚ Replacing Data ⌚ Paste Options ⌚ Inserting and Deleting Rows and Columns ⌚ Hiding Rows and Columns 	<ul style="list-style-type: none"> ⌚ Workbooks Options and Properties ⌚ Working with Templates
FORMATTING	CHARTS	
<ul style="list-style-type: none"> ⌚ Text Formatting ⌚ Number Formatting ⌚ Alignment ⌚ Text Wrapping ⌚ Merging Cell Data ⌚ Borders and Highlighting ⌚ Styles and Themes 	<ul style="list-style-type: none"> ⌚ About Charts ⌚ Creating Charts ⌚ Chart Types and Elements 	