Excel Introduction

Duration: 1 Day

Description

This one-day introductory class covers all the basics of Microsoft Excel. Participants will learn how to enter and edit information in a worksheet; manage and navigate worksheets and workbooks; perform calculations and manipulate worksheet data; format the worksheet contents; and prepare, set up, and print information.

Prerequisites

Windows Introduction or equivalent knowledge

Who Should Take This Course?

New users of Microsoft Excel.

Objectives

- ✓ Enter and edit information in a worksheet and manage workbooks.
- ✓ Navigate worksheets and workbooks.
- ✓ Perform calculations on worksheet data.
- ✓ Manipulate worksheet data.
- ✓ Format the contents of a worksheet.
- ✓ Prepare, set up, and print information.

Outline

Working with Worksheets and Workbooks
Starting Excel
Getting help
Entering information
Editing information in cells
Undoing an action
Managing workbooks
Saving, closing, and creating workbooks
Creating a new workbook using templates
Exiting Excel

Managing Worksheets and Workbooks
Changing the view of your workbook
Navigating a worksheet
Managing multiple workbooks

Performing Calculations
Selecting and naming ranges
Using Autocalculate
Using functions and formulas
Using Autosum and Autofill

Managing Workbook Information
Clearing information
Deleting and inserting ranges
Moving and copying information
Copying formulas
Understanding relative, absolute, and mixed formulas
Creating absolute and mixed references
Copying values only
Using AutoComplete

Formatting Worksheet Information
Formatting numbers and characters
Formatting cells and ranges
Merging cell information
Copying and deleting formatting

Checking and Printing Information
Checking spelling in a worksheet
Finding and replacing information
Previewing a worksheet
Setting up the page
Setting the page options and margins
Adding headers and footers
Inserting and removing a page break
Setting worksheet options
Printing a worksheet