Microsoft Excel Training Course

In this Microsoft Excel training class you are shown how to utilize this powerful spreadsheet application. See immediate results with this hands-on course. You will be able to plan and create an organized spreadsheet, use absolute and relative cell references, understand the importance of labels and values, create pivot tables, and export your data into a range of file formats. Our Instructors can show you how to efficiently produce your own spreadsheet for data management and analysis.

What you'll learn in this training course

- The basics of Microsoft Excel
- How to format and edit cells
- How to build formulas and functions
- How to display and analyze data

Audience for this training course

This Microsoft Excel training class is for professionals who would like to learn to use and utilize the functions available in this powerful spreadsheet application.

Training course duration

This class is a one day in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

Training course curriculum

This training course uses provided lesson files and instructor selected resources.

Enrolling in this Microsoft Excel training course

You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this Microsoft Excel training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.

Microsoft Excel training class topics:

Getting Started with Excel
Getting to know the workspace
Getting to know the cell pointer
Using the Ribbon
Exploring the Status bar
Using the Quick Access toolbar
Using the Formula bar
Moving around the worksheet
Exploring what's new in Excel 2013

Creating a Worksheet
Entering data in a cell
Working with cell ranges
Saving and opening workbooks
Editing data, and using undo and redo
Working with rows and columns
Creating additional worksheets
Printing worksheets and workbooks

Formatting a Worksheet
Understanding cell formats
Changing number formats
Changing the font and font size
Modifying row heights and column widths
Cell alignment and cell styles
Borders and shading
Copying cell formats
Using conditional formatting
Using page themes

Using Formulas
Entering simple formulas
Referencing cells from other worksheets or workbooks
Using functions and the function Library
Using the AutoSum tool
Using common functions
Working with ranges
Copying formulas
Formula auditing

Working with Charts
Understanding chart types
Creating moving, and resizing, a chart
Understanding chart elements
Using chart recommendations
Customizing the chart
Printing a chart
Using Sparklines

Working with Data
Working with lists
Creating a list
Sorting records
Filtering records
Searching records
Deleting records
Removing duplicates
Extracting records
Subtotaling data
Grouping records
Using data validation
Converting text to columns
Using Flash Fill

Working with Excel Templates
Working with templates
Saving a workbook as a template
Opening a custom template
Protecting workbooks and worksheets
Unlocking cells in a protected worksheet
Hide and protect formulas
Searching for templates

Advanced Data Analysis
Introduction to PivotTables
Creating a PivotTable
Rearranging a PivotTable
Removing fields from a PivotTable
Formatting a PivotTable
Editing and updating a PivotTable
Changing the calculation
Hiding and showing data in a PivotTable
Adding subtotals to a PivotTable
Using recommended PivotTables
Working with PivotCharts
Working with tables
What-If analysis