

## Excel Training Course: Introduction

Start by learning the Excel interface and basic functionality, core Excel formulas and techniques, including calculations, formatting, and charts. You will finish up the course with a project that will pull together all your new skills. This one-day course provides a solid foundation to leverage Excel in your job.

You will learn:

- **Data Entry & Calculations:** Excel is an extremely powerful tool for calculations. Use basic calculations like averages, sums, and counts.
- **Autofill:** Allow Excel to complete patterns for you.
- **Quick Access Toolbar:** Save time by bookmarking common commands.
- **Text Functions:** Use Excel functions to format and correct text like changing the case of text, trimming unnecessary spaces, and pulling specific characters from a cell.
- **Formatting:** Understand how to change fonts, colors, and alignment.
- **Format Painter:** Use this tool to copy formatting from one cell to another.
- **Cell Referencing:** Learn about cell references to make your formulas dynamic by locking certain cells to remain consistent as you carry the formula over to other cells. For example, when calculating sales tax for multiple products, lock the sales tax rate to multiply that number across the price of each product without having to retype the formula.
- **Conditional Formatting:** Set formats for cells based on specific criteria for easier visualization of your data. For example, set all scores above 80% to green.
- **Charts:** Visualize and summarize data with charts. Learn the essentials of creating and formatting charts, including line charts, bar charts, and pie charts.

## Excel Training Class: Introduction - Course Topics

### Introduction to Excel

#### **Excel Interface**

Learn user interface foundations of Excel

#### **Data Entry using Excel**

Understand the various ways of entering and working with data

### Excel Formulas

#### **Autofill in Excel**

Learn to use Excel's predictive data entry

#### **Excel Calculations**

Use Excel for mathematical expressions

#### **True / False**

Learn to have Excel test for matching data using true/false

#### **Functions in Excel**

Discover essential AutoSum functions including: Sum, Average, Max, Min, and Count Numbers

#### **Excel's Text Functions**

Learn to use functions to modify text

#### **Multi-Input Functions**

Learn advanced functions that require multiple inputs

#### **Constant (Absolute) Cell References**

Learn to create constant cell references when required for calculations

### Formatting in Excel

#### **Formatting Excel sheets and content**

Learn to provide visual cues to those reviewing sheets with formatting.

#### **Using the Format Painter in Excel**

Learn to duplicate formatting from one cell to others.

#### **Applying Conditional Formatting**

Discover how to apply formatting depending upon rules relating to content.

### Creating Charts & Tables

#### **Creating Line Chart**

Create a line charts and spark lines to represent data visually.

#### **Column Charts using Excel**

Learn to create column charts for data visualization.

#### **Pie Charts in Excel**

Discover how to create pie charts for data visualization.

#### **Creating Tables**

Understand the functionality available when data is presented as a table.

### Excel Workbook Management

#### **Printing from Excel**

Understand ways to easily print or convert Excel content to PDF.

#### **Using Multiple Worksheets in Excel**

Learn to organize data by creating, moving, copying and managing Excel worksheets.

#### **Using Repeat Action**

Learn to quickly duplicate prior actions in Excel.

#### **Saving Time with Excel Shortcuts**

Discover keyboard shortcuts that save time and help you to work more efficiently.