

Excel Basics

COURSE DESCRIPTION

This hands-on course introduces the basic features of Microsoft Excel and important spreadsheet concepts needed to design and create professional worksheets for use in business and industry. Topics covered in the course include entering and formatting data; creating formulas; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Create and edit business-related Excel worksheets from templates.
2. Use critical thinking skills to design, create, and edit original business-related worksheets.

COURSE INSTRUCTOR

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Course handouts are available at

http://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics.

Introduction to Excel

- The common uses of Excel in business and industry settings
- Excel window elements
- How to identify cells, columns, and rows
- How to navigate within and among Excel worksheets
- How to enter different types of data:
 - Values
 - Dates
 - Formulas
- How to use *Auto Fill* to complete a sequence
- How to clear cell contents

Worksheet Structure and Clipboard Tasks

- How to insert and delete cells, columns, and rows
- How to hide and unhide columns and rows
- How to adjust column and row heights and widths
- How to select and move a range
- How to copy and paste a range
- How to use paste options and paste special

Worksheet Formatting

- How to apply a cell style
- How to merge and center data
- How to change cell alignment
- How to wrap text
- How to increase and decrease indents
- How to apply a border and fill color to a cell or range of cells
- How to apply number formats

Worksheets, Page Setup, and Printing

- How to manage worksheets:
 - Insert and delete worksheets
 - Copy and move worksheets
 - Rename worksheets
 - Group worksheets
- How to use page setup options:
 - Set page orientation
 - Select scaling options
 - Set margin options
 - Create a header or footer
 - Select sheet options
- How to protect worksheet data and formatting
- How to preview and print a worksheet

Formulas and Functions

- How to create formulas using semi-selection
- How to display cell formulas
- How to copy, edit, and delete formulas
- Understanding the differences between relative, absolute, and mixed references
- How to identify and create relative, absolute, and mixed cell references
- How to insert and use the following functions:
 - SUM
 - AVERAGE
 - MEDIAN
 - MIN and MAX
 - DATE
 - VLOOKUP and HLOOKUP

Charts

- How to create a chart:
 - How to select the data source
 - How to choose a chart type
- How to move, size, and print a chart
- How to add, edit, and format chart elements
- How to apply a chart style and colors
- How to modify the data source
- How to create and customize sparklines