
Excel: Introduction

3-hours

Getting Started

- Exploring the Excel window
- Getting help
- Navigating workbooks

Entering and Editing Data

- Entering, editing text and values
- Entering and editing formulas
- Saving and updating workbooks
- Flash Fill

Modifying a Worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows, and columns

Using Functions

- Entering functions (Sum, Min, Max, Average, etc.)
- AutoSum
- Autofill
- Logical functions

Formatting Worksheets

- Formatting text
- Formatting rows and columns
- Formatting numbers
- Conditional formatting
- Copying formats

Printing

- Preparing to print
- Page Setup options
- Repeat rows and columns
- Printing worksheets

Managing Large Workbooks

- Viewing large worksheets
- Printing large worksheets
- Using multiple worksheets

Working with Databases/Lists

- Adding and deleting records
- Data Validation
- AutoFilter
- Sorting and Custom Sort
- Data form