



EXCEL INTRODUCTION

Course length: 1 day (6 hours)

Overview: This course will get you started using Microsoft Excel in a productive, hands-on manner. We'll start with creating, printing, and saving worksheets, and move on to editing and formatting your worksheets.

Prerequisites: Basic knowledge of Windows, as well as basic keyboarding skills. Students will also receive a USB flash drive so they can take the exercise files with them.

Class Fee: \$219

CLASS OUTLINE

Starting Excel

Working in the Excel Window

- Using Onscreen Tools
- Navigating the Ribbon
- Introducing Backstage
- Using the Microsoft Office File Tab and Backstage View

Changing Excel's View

- Splitting a Window
- Opening a New Window

Working with an Existing Workbook

- Opening an Existing Workbook
- Navigating a Worksheet

Working with Excel's Help System

Accessing and Using Backstage View

- Saving a Document with Backstage

Printing with Backstage

- Printing and Previewing with Backstage
- Using Quick Print to Print a Worksheet
- Setting the Print Area
- Printing Selected Worksheets with Backstage
- Printing Selected Workbooks with Backstage
- Applying Printing Options with Backstage
- Changing a Printer with Backstage

Changing the Excel Environment in Backstage

- Customizing the Quick Access Toolbar with Backstage
- Customizing the Ribbon with Backstage
- Customizing the Excel Default Settings with Backstage
- Altering Document Properties in Backstage

Accessing and Using Excel Templates

- Accessing Excel Templates Online

Creating Workbooks

- Starting a Workbook from Scratch

Entering and Editing Basic Data in a Worksheet

- Entering Basic Data in a Worksheet
- Editing a Cell's Contents

Using Data Types to Populate a Worksheet

- Entering Labels and Using AutoComplete
- Entering Dates
- Entering Values
- Filling a Series with Auto Fill

Cutting, Copying, and Pasting Data

- Copying a Data Series with the Mouse
- Moving a Data Series with the Mouse
- Copying and Pasting Data
- Cutting and Pasting Data

Editing a Workbook's Keywords

- Assigning Keywords

Saving the Workbook

- Naming and Saving a Workbook Location
- Saving a Workbook under a Different Name
- Saving a Workbook in a Previous Excel Format
- Saving in Different File Formats

Inserting and Deleting Cells

- Inserting a New Cell in a Worksheet
- Deleting Cells from a Worksheet

Manually Formatting Cell Contents

- Selecting Cells and Ranges
- Aligning Cell Contents
- Choosing Fonts and Font Sizes
- Applying Special Character Attributes
- Changing Font Color
- Filling Cells with Color
- Applying Number Formats
- Wrapping Text in a Cell
- Merging and Splitting Merged Cells
- Placing Borders around Cells

Copying Cell Formatting with the Format Painter

Formatting Cells with Styles

- Applying a Cell Style
- Modifying a Cell Style

Working with Hyperlinked Data

- Placing a Hyperlink in a Cell
- Removing a Hyperlink from a Cell

Apply Conditional Formatting to Cells

- Using the Rule Manager to Apply Conditional Formats
- Applying Multiple Conditional Formatting Rules
- Applying Specific Conditional Formats

Clearing a Cell's Formatting