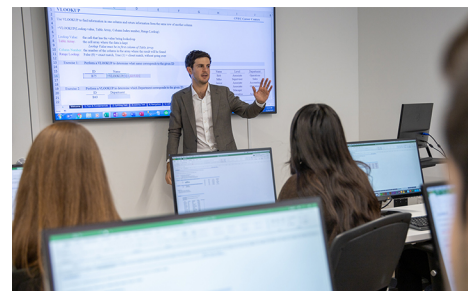


Beginner Microsoft Excel

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/excel-fundamentals



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Course Outline

Introduction

Interface

Provides a brief description of the user interface for Microsoft Excel

Data Entry

Examines and describes multiple means of entering data

Formulas

Autofill

Explores Excel's amazing ability to predict and extrapolate patterns

Calculations

Perform mathematical expressions and review the Order of Operations rule

True or False

Tests to see whether criteria is true/false

AutoSum Functions

Review the five key functions: Sum, Average, Max, Min, and Count Numbers

Text Functions

Introduces functions used to modify text in Excel

Multi-Input Functions

More advanced functions that require more than one input

Absolute Cell References

Changing a cell reference into a constant, which is necessary for certain calculations

Formatting

Formatting

The addition of effects to an excel document to provide visual instruction

Format Painter

The ability to copy format from one cell/range of cells to another cell/range of cells

Conditional Format

Apply a predetermined format based on specified rules

Charts & Tables

Line Chart

Create a Line chart and Spark lines to visually examine data

Column Chart

Create a Column chart to visually examine data

Pie Chart

Create a Pie chart to visually examine data

Tables

Explore the special functionality created when data is converted to a Table

Workbook Management

Printing

Rules and strategies to make printing easy

Worksheets

Insert, move, copy and delete worksheets

Repeat Action

Use the F4 key to duplicate a prior action

Shortcuts

5 Fundamental keyboard shortcuts and a review of others previously covered

End of Class Project

Project

End of class project to review key concepts from the class

Save and Close

Save, close and email the completed workbook