

Course Description

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel that is necessary to create and work with electronic spreadsheets.

Learning Objectives

- Get started with Microsoft Office Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

Getting Started with Excel

- Navigate the Excel user interface
 - Spreadsheets, Worksheets, and Workbooks
 - Cells and Ranges
 - Cell and Range References
 - Excel Window Commands
 - The Backstage View
 - Basic Data Entry
- Use Excel Commands
 - ScreenTips and KeyTips
 - The Quick Access Toolbar
- Create and Save a Basic Workbook
 - Excel File Formats
 - The Save and Save As Commands
 - Compatibility Mode
 - The Convert Option
 - Excel Online
- Enter Cell Data
 - Data Types
 - The Cut, Copy, and Paste Commands
 - The Undo and Redo Commands
 - The AutoFill Feature
 - The Clear Command
- Use Excel Help

Performing Calculations

- Create Worksheet Formulas
 - Excel Formulas
 - Elements of Excel Formulas
 - Common Mathematical Operators
 - The Order of Operations
- Insert Functions
 - The Function Library Group
 - The Insert Function Dialog Box
 - The Function Arguments Dialog Box
 - Graphical Cell and Range Reference Entry
 - The AutoSum Feature
 - Basic Function Syntax
 - The Formula AutoComplete Feature
- Reuse Formulas and Functions
 - Formulas and the Cut, Copy, and Paste Commands
 - The Paste Options
 - Relative References
 - Absolute References
 - Mixed References
 - AutoFill and Formulas
 - Worksheet References

Formatting a Worksheet

- Apply Text Formats
 - Fonts
 - Live Preview
 - The Colors Dialog Box
 - Hyperlinks
 - The Format Painter
- Apply Number Formats
 - Number Format Categories
 - Custom Number Formats
- Align Cell Contents
 - The Indent Commands
 - The Wrap Text Command
 - Orientation Options
 - The Merge and Center Options
- Apply Styles and Themes
 - Cell Styles
 - Galleries
 - The Merge Styles Dialog Box
 - Themes
- Apply Basic Conditional Formatting
 - The Conditional Formatting Dialog Box
 - The Highlight Cells Rules
 - The Top/Bottom Rules
 - Data Bars
 - Color Scales
 - Icon Sets
- Create and Use Templates
 - Templates
 - Templates and the Backstage View

Querying a Database

- Create Basic Queries
 - Query Object Views
 - The Simple Query Wizard
 - Query Wizard Options
 - The Run Command
 - Query Design
- Sort and Filter Data in a Query
 - Query Criteria
 - Wildcards
 - Like Operators
 - Comparison Operators
 - Logical Operators
 - Records Sorting in a Query
 - The Zoom Dialog Box
- Perform Calculations in a Query
 - Calculations in a Query
 - Arithmetic Operators

Modifying a Worksheet

- Insert, Delete and Adjust Cells, Columns Rows
 - The Insert and Delete Options
 - Width and Height Adjustments
 - The Hide and Unhide Commands
- Search for and Replace Data
 - The Find Command
 - The Replace Command
 - The Go To Dialog Box
- Use Proofing and Research Tools
 - The Spelling Dialog Box
 - The Thesaurus Task Pane
 - The Insights Task Pane