Microsoft Excel 1

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 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

Manage Workbooks

- Manage Worksheets
  - Tab Formatting Options
  - Methods of Repositioning Worksheets
  - Methods of Inserting and Deleting Worksheets
  - The Hide and Unhide Worksheets Options
- Manage Workbook and Worksheet Views
  - Custom Views
  - The Split Command
  - Freeze Panes
  - Arrange Windows
  - Workspaces
- Manage Workbook Properties
  - Workbook Properties
  - The Properties Dialog Box
  - Custom Workbook Properties

Perform 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

Print Workbooks

- Preview and Print a Workbook
  - The Print Settings
  - Page Orientation
  - Margins
  - Print Preview
- Set Up the Page Layout
  - The Print Area
  - Page Breaks
  - Workbook Views
- Configure Headers and Footers
  - Headers and Footers
  - The Page Layout View
  - Contextual Tabs
  - The Header and Footer Contextual Tab
  - The Header and Footer Dialog Boxes
  - Header and Footer Options

Format a Worksheet

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

Modify 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

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