Excel Introduction – Sample Course Outline

Duration: One Day

This course is for you if you need to professionally present text and numbers on a worksheet, perform calculations using formulae and functions and display data in a chart.

What will be covered?

- Entering, editing and formatting data for professional worksheets
- Building formulas
- Presenting data in a chart
- Sorting and filtering data in a list

Features covered

Creating a new Worksheet with text, dates and numbers

- Working with text, numbers and dates
- Saving time with Autofill
- Inserting and renaming worksheets

Functions

- Using AUTOSUM, AVERAGE, MAX and MIN
- Using the function wizard
- Using Autofill to copy formulas

Formulas

- Building formulas to add, subtract, multiply and divide
- The calculation order and brackets

Copying Formulas

- Setting Absolute Cell References ($)

Editing and Formatting Worksheets

- Formatting text
- Formatting numbers
- Borders and shading
- Inserting, deleting and hiding columns and rows
- Freezing panes

Charts

- Preparing the data and creating a simple chart
- Chart formatting

Printing Worksheets

- Page set up options
- Headers and footers
- Printing

Sorting and Filtering

- Sorting data in a list
- Filtering data in a list