



Microsoft Excel Introductory training course

In this Microsoft Excel introductory training class you are shown how to utilize this powerful spreadsheet application. See immediate results with this hands-on course. You will be able to plan and create an organized spreadsheet, use absolute and relative cell references, understand the importance of labels and values, create pivot tables, and export your data into a range of file formats. Our Instructors can show you how to efficiently produce your own spreadsheet for data management and analysis.

What you'll learn in this introductory Microsoft Excel training course

- The basics of Microsoft Excel
- How to format and edit cells
- How to build formulas and functions
- How to display and analyze data
- How to build charts

Audience for this introductory Excel training course

This Microsoft Excel training class is for professionals who would like to learn to use and utilize the functions available in this powerful spreadsheet application.

Training course duration

This class is a one day in length. It runs from 10:00 am- 5:00 pm ET. Lunch break is approximately from noon-1:00 pm.

Training course curriculum

This training course uses provided lesson files and instructor selected resources.

Enrolling in this introductory Microsoft Excel training course

You can register for this training class online at agittraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this introductory Microsoft Excel training course

You can attend classes at your training centers located in Boston and Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.

Introduction to Microsoft Excel topics:

Getting Started with Excel

Understand various ways of entering data in Excel as well as printing from Excel as you learn ways to easily print or convert Excel content to PDF. Find out how to use multiple worksheets in Excel, and learn to organize data by creating, moving, copying, and managing Excel worksheets. Find out how to work more efficiently by using repeat actions in Excel to quickly duplicate prior actions. Find out how to save time using

Excel Shortcuts as you discover keyboard shortcuts that save time and help you to work more efficiently

Getting to know the workspace

Opening an Excel workbook

Getting to know the cell pointer

Using the Ribbon

Customizing the Ribbon display

Collapsing the Ribbon

Hiding the Ribbon

Exploring the Status bar

Switching views

Exercise: Switching display modes

Change the size of the worksheet display

Changing the size of the worksheet display

Using the Quick Access Toolbar

Customizing the Quick Access Toolbar

Using the Formula Bar

Practice with the Formula Bar

Activating the Formula Bar

Moving around the worksheet

Navigating the worksheet with the keyboard

Moving to a specific cell

Using the scroll bars

Templates help you get started right away

Quick analysis gets down to business

Flash Fill reduces data entry drudgery

Chart recommendations remove the guesswork

Select data with filters

What you learned in this lesson:

Creating a worksheet in Excel

Creating a worksheet

Creating a new workbook

Entering data in a cell

Entering text

Entering text in cells

Entering numbers

Entering dates and times

Entering formulas

Working with cell ranges

Selecting a range of cells

Using AutoFill to fill a range with data

Saving workbooks

Save vs. Save As

Opening workbooks

Editing data

Editing data in a cell

Using cut, copy, and paste

Inserting cells

Deleting cells

Clearing cells

Using Undo and Redo

Working with rows and columns

Inserting rows and columns

Deleting rows and columns

Hiding and unhiding rows and columns

Freezing and unfreezing rows and columns

Creating additional worksheets

Inserting worksheets

Renaming worksheets

Moving and copying worksheets

Changing the color of worksheet tabs

Hiding sheets

Unhiding sheets

Deleting worksheets

Printing worksheets and workbooks

Printing a range of data

Viewing the page layout

Adding headers and footers

Changing margins

Changing the orientation

Printing titles

Turning gridlines off and on

What you learned in this lesson:

Formatting a worksheet

Learn about formatting Excel sheets and content. Learn to visually distinguish certain text and numbers by applying formatting. Find out how to use the Format Painter in Excel: Learn to duplicate formatting from any cell and apply it to others. Applying Conditional Formatting: Discover how to apply formatting depending upon rules relating to content.

Understanding cell formats

Changing number formats

- Applying a numeric format
- Changing the number of decimal places
- Adding the thousands separator
- Assigning the currency format
- Assigning the accounting format
- Assigning the text format
- Creating custom formats

Changing the font and font size

- Changing the font
- Changing the font size
- Changing the color of your text
- Changing the fill color
- Changing text attributes

Modifying row heights and column widths

- Change the column width
- Changing the column width with the mouse
- Changing the column width automatically
- Changing the row height
- Changing the row height automatically

Cell alignment

- Aligning text within cells
- Merging and centering columns
- Wrapping text
- Rotating text

Borders and shading

- Applying a border
- Drawing a border
- Erasing a border

Copying cell formats

Working with cell styles

- Applying cell styles
- Clearing a style
- Creating a style

Modifying a style

Merging styles from other worksheets

Using conditional formatting

- Using conditional formatting
- Removing conditional formatting
- Creating a new rule

Using page themes

- Applying a theme
- Changing the color scheme
- Changing the font set
- Changing the effects

What you learned in this lesson:

Working with formulas

Learn to create Excel calculations, formulas, and functions, including using Excel formulas to perform mathematical expressions.

Use True / False in Excel to check for matching data. Find out how to use Excel Functions including AutoSum and text functions that can modify text based upon input values. Also learn about multi-Input Functions which require multiple inputs and Constant Cell References that can be used for calculations.

Key terms

- Operator
- Operand
- Arithmetic formula
- Order of operations
- Comparison formula

Entering simple formulas

- Building a formula by typing
- Building a formula by pointing

Referencing cells from other worksheets or workbooks

- Referencing a cell in another worksheet
- Referencing a cell in another workbook

Using functions

Using the Function Library

- Creating a formula with a function

Using the AutoSum tool

- Quickly adding up a range of values

Using common functions

- SUM, AVERAGE, MAX, MIN, MEDIAN, IF, COUNTIF, NOW, PMT

Working with ranges

- Naming a range of cells
- Naming a range of cells from a selection
- Using a range name in a formula
- Extending a range
- Deleting a range name

Copying formulas

- Using absolute and relative cell references
- Making a cell reference absolute
- Copying formulas with AutoFill
- Copying formulas with Copy and Paste
- Pasting formula results
- Moving worksheet formulas
- To drag and drop a formula:
- To move a formula with Cut and Paste:

Formula auditing

- Tracing formula precedents and dependents
- Removing tracer arrows
- Viewing formula references
- Displaying worksheet formulas

Working with Charts

Learn to create line charts and spark lines to represent data visually. Find out about various chart types including creating Column Charts using Excel as you learn to create column charts for data visualization. Discover how to create pie charts for data visualization.

Understanding chart types

Understanding chart elements

Using chart recommendations

Moving and resizing charts

Enhancing a chart

- Using Quick Layouts
- Adding data labels
- Adding or moving legends
- Removing chart elements

Formatting a chart

- Changing the color scheme

Editing a chart

- Removing a data series
- Filtering data in a chart

Customizing the chart

Printing a chart

Using Sparklines



