

# Beginner Excel Course

Join us for a beginner Excel workshop where you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their proficiency.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.graduateschool.edu/courses/basic-excel-classes>



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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

#### Rows & Columns

Insert, delete, hide, and group rows and columns

#### Worksheets

Manage elements of worksheets

### Formulas

#### Autofill

Explores Excel's amazing ability to predict and extrapolate patterns

#### Calculations

Perform mathematical expressions and review the Order of Operations rule

#### AutoSum Functions

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

#### Absolute Reference

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

#### True or False

Tests to see whether criteria is true/false

## **Text Functions**

Introduces functions used to modify text in Excel

## **Multi-Input Functions**

More advanced functions that require more than one input

# **Formatting**

## **Formatting**

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

## **Conditional Formatting**

Apply a predetermined format based on specified rules

# **Charts & Tables**

## **Column Chart**

Create a Column chart to visually examine data

## **Line Chart**

Create a Line chart and Spark lines 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**

## **Freeze Panes**

Enable a portion of the screen to stay visible at all times

## **Printing**

Rules and strategies to make printing easy

## **Windows**

Change how your worksheet displays data

## **Templates**

Use prefabricated templates to build a spreadsheet

## **Excel Tricks**

Fundamental keyboard shortcuts and other Excel tricks

# **End of Class Projects**

## **Projects**

End of class projects to review key concepts from the class