

Excel Fundamentals (Modules 1-4)

1 Excel Basics

- ◆ Starting the application and getting familiar with the Excel interface
- ◆ Spreadsheet Terminology
- ◆ Navigating and selecting cells in a spreadsheet
- ◆ Entering and editing data
- ◆ Working with a range of cells
- ◆ Entering simple formulas & Using Autosum
- ◆ Working with Autofill & Creating Custom Lists
- ◆ Saving your workbook information

2 Calculations and Functions

- ◆ Standard Formula Conventions
- ◆ Relative v Absolute Cell Addressing
- ◆ Understanding Functions & Using Wizards
- ◆ Using names in a spreadsheet

3 Enhancing the Worksheet

- ◆ Formatting Data, Number, Alignment, Fonts, Borders & Patterns
- ◆ Changing Row & Column Widths
- ◆ Copying Formats
- ◆ Inserting cells, rows & columns
- ◆ Move & copy data and formulas
- ◆ Hide/Unhide Rows & Columns
- ◆ Create and use custom formatting

4 Printing & Charts

- ◆ Previewing your Sheet
- ◆ Working with Page Break Preview
- ◆ Setting Page Setup options
- ◆ Applying Headers & Footers
- ◆ Setting a Print Area
- ◆ Printing Worksheets and Workbooks
- ◆ Creating charts with Excel
- ◆ Modifying chart types and chart elements
- ◆ Adding or deleting data from a chart
- ◆ Printing a chart