



Excel Class For Adults Outline

Start Excel

- Terminology
 - Workbook
 - Worksheet
 - Cells
 - Activecell
 - Range
 - Ribbon
 - Tabs
 - Buttons
 - Groups
 - Dialog Launcher
 - Formula Bar
 - Name Box
 - Zoom
 - Open A Workbook
 - Save A Workbook
 - Close A Workbook

Navigate

- Cells
 - Keyboard
 - Mouse
- Goto A Cell
- Sheets
 - Keyboard
 - Mouse
- Workbooks

New Workbooks

- From Templates
- From Scratch
- Modeling concepts
- Name Sheets
- Add Sheets
- Copy Sheets
- Color Sheet Tabs
- Hide Sheets
- Rows
 - Insert
 - Delete
 - Hide
- Columns
 - Insert
 - Delete
 - Hide
- Freeze Panes

Enter Data / Edit Data

- Edit
 - In Cell
 - In Formula Bar
- Cut / Copy / Paste
 - Cells
 - Ranges
 - Rows
- Paste Special
 - Values
 - Formats
 - Transpose
 - Link
 - Calculations
- Undo
- Drag and Drop
 - Copy
- Autofill Series
- Insert Today's Date

Formulas

- Hard code
- Refer to cells
 - Sum, Average, Count, CountA, Max, Min, Today, PMT, Vlookup, SumIfs/ CountIfs, If, IfError
- Audit Formulas
- 3-D Formulas

Databases

- Sort
- Filter
- Subtotal

Data Analysis

- Pivot Tables
- Goal Seek
- Forecast

Formatting

- Adjust Column Width
- Adjust Row Height
- Font
 - Size
 - Bold
- Border
- Fill
 - Font Color
- Align Horizontal
- Align Vertical
- Wrap Text
- Text Orientation
- Merge and Center
- Number Formats
- Date Formats
- Currency Formats
- Percent Formats
- Decimals
- Tables
- Conditional Formatting

Printing

- Views
- Gridlines
- Orientation
- Paper Size
- Page Titles
- Headers/Footers
- Save As PDF

Charts

- Create
- Format
- Copy To Word / PPT