



Introduction to Excel Class Outline

Lesson 1: Excel Terminology

- Start Excel
- Add A Shortcut To Start Excel
- Open A Workbook
- Terminology:
 - The Ribbon
 - The Quick Access Toolbar
 - Formula Bar / Name Box
 - Sheets
 - Cells
 - Ranges
- Zoom In/Zoom Out

Lesson 2: Navigation Techniques

- Navigate Using The Keyboard
- Navigate Using The Mouse
- Navigate Using Goto
- Navigate Using The Name Box

Lesson 3: Enter And Edit Text

- In Cell Editing
- Formula Bar Editing
- Cut / Paste / Drag and Drop
- Copy
- Autofill
- Undo
- Erase

Lesson 4: Formulas And Functions

- Add Numbers In Cells With Formulas
- Autosum Function
- Relative And Absolute References
- Average Function
- Today Function
- Payments Function
- Vlookup Function
- Sumifs Function
- PivotTables

Excel Databases

- Sort
- Filter
- Subtotal

How To Create New Excel Workbooks

- Use A Template
- Start From Scratch
 - Add Sheets
 - Name Sheets
 - Move And Copy Sheets
 - Sheet Tab Color
- Freeze Panes
- 3-D Formulas

Format Excel Spreadsheets

- Font/Size/Style/Color
- Cell Borders and Fills
- Rotate Text
- Alignment
- Wrap Text
- Number Formats
- Date Formats
- Tables
- Conditional Formatting

Print Excel Spreadsheets

- Custom Headers and Footers
- Repeat Header Rows
- Change To Landscape Orientation
- Print Preview

Excel Charts

- Ways To Create A Chart
 - Column Charts
 - Pie Charts
 - Line Charts
- Format A Chart

Excel Help Resources