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**Excel Basic Workshop Curriculum - total time ~80 minutes**

**1. Navigating (5 minutes)**  
a. Within sheet – cntrl + up/down/left/right  
b. Between sheets – cntrl + Page up/Page down  
c. Navigate to first column– home button  
d. Navigate to first cell in first column – cntrl + Home  
e. Navigate to particular cell – cntrl + G OR F5

**2. Selection – Shift + up/down/left/right (3 minutes)**  
a. Deselection – leave shift and up/down/left/right OR shift+backspace  
b. Deselect from non-selection direction – shift + tab

**3. Presentation and back-end (4 minutes)**  
a. Freeze panes – alt W F  
b. Hiding ribbons to maximise space - Cntrl+F1  
c. Calculation settings – Alt F T F   
d. Changing date, time and number formats – Control Panel -> Clock Language and

Region ->Region and Language-> Additional settings ->

**4. Quick access toolbar customization – alt F T Quick Access Toolbar (3 minutes)**

a. Usually add font size, font colour, fill colour, top border, right border

**5. Build tips (5 minutes)**  
a. Don’t use copy-paste for formulas (avoid pasting in non-intended places using enter)

Absolute/Relative references  
b. Build an elevator column  
c. Don’t use merge cells – select cells to be merged -> right click and select formatting ->

alignment -> center across selection  
d. Use separate lines for new inputs – don’t embed inputs in the formula  
e. Never input same number twice – reference. Makes Excel dynamic  
f. Enter exact figures wherever possible – let Excel round them according to chosen format

Auditing formulas using F9

**6. Fill down and right – cntrl + R, cntrl + D (2 minutes)**

**7. Paste special – cntrl + alt + V (2 minutes)**

**8. Number formats (6 minutes)**

a. Dates are stored as days since January 1, 1900 (numbers can be negative)

b. Adding a percentage sign to a number input results in the actual percentage value, e.g. 100% is equivalent to the number 1, not the number 100

c. Currency format  
d. Negative numbers in parenthesis  
e. Use standard numbers where possible, but can create custom number formats –

i. Custom type number formats e.g., 0.0%\_);(0.0%) (to have the numbers both

positive and negative aligned on top of each other)  
ii. Custom type number formats e.g., #,##0.0x (to have numbers with different

decimals aligned on top of each other)

9. **Number colour coding / cell formatting (5 minutes)**Blue = inputs   
Black = calculations / references on same sheet  
Green = references from another sheet  
Red = links to another excel  
Can also use inbuilt excel cell styles – Alt H J

10. **Charting tips (10 minutes)**  
a. Sparklines in excel 2010  
b. Basic charts in excel

11. **Basic formulas (30 minutes)**a. Sum, count, if

b. Using Parenthesis ()  
c. Sumif, countif  
d. Sumproduct

e. Strings in Excel - Quotation Marks  
f. Trim

g. Concatenate (&)  
h. Abs, isnum, isblank, iserror  
i. Date formatting – Show the month or day as text =TEXT(MONTH(O16),"MMM") ;

=TEXT(DAY(O16),"DDD")  
j. Vlookup, Hlookup  
k. Index match match

**12. Time saving tips (10 minutes)**a. Multiple or divide everything with a number – paste special  
b. Change DD/MM/YYYY to MM/DD/YYYY  
c. Paste from non-tabular format to tabular format - delimiter   
d. Remove duplicates

**13. Where to learn more**

a. <https://www.gcflearnfree.org/excel2016/>

b. [www.mrexcel.com](http://www.mrexcel.com)