

Excel for beginners course syllabus

Course length: Two half day sessions, four hours each.

Course goals: Provide high level of understanding and practical hands on experience using basic and advanced Excel capabilities, from standard usage, cell formatting, function, charts, pivot tables and up to the basic usage of Macros.

Target audience: No prior knowledge or experience with Excel is required.

Course Methodology: Two half day sessions of about four hours each. We believe that only practical hands on experience will help fully understand the material at hand. For this reason each session includes a practical exercise where the actual hands on experience can be gained.

As with all Practis courses, the content of this course is personally tailored to the needs of your organization, which includes adding, removing or replacing the default content mentioned below.

Detailed curriculum:**Session 1 – Excel basics**

- Introduction to spreadsheets
- Office and Excel overview
- Basic text and cell formatting
- Basic arithmetic calculation
- Special paste
- Freeze pane
- Auto completion of series
- Sort and filter
- Charts
- Data validation

Session 2 – Advanced Excel capabilities

- Conditional formatting
- Importing data and text to columns
- Functions
 - Mathematical
 - String
 - IF, AND, OR
 - Searching: match, search, vlookup
 - Dates
 - Misc
- Pivot tables
- Recording and editing Macros

Good luck!