💼 Excel Skills for Business: Essentials – Module 1 Summary

🏫 *Macquarie University (Coursera)*

📘 Module 1 Overview

Module 1 introduces the **critical core of Excel**, helping you build a strong foundation for all future Excel work.

You'll explore Excel's interface, learn how to navigate efficiently, and manage data accurately.

The module covers essential skills such as entering and editing data, using the **Fill Handle** to copy or extend patterns, adjusting **View Options** (Zoom, Split, Freeze Panes), and organizing worksheets.

By the end, you'll feel confident working within Excel and ready to tackle formulas, formatting, and data analysis in later modules.

✨ Key Takeaways

- 🧭 **Understand Excel's layout** – Ribbon, tabs, formula bar, and sheet tabs.

- ⌨️ **Enter and edit data** – Input text, numbers, and dates correctly.

- 🔁 **Use the Fill Handle** – Copy data or create automatic sequences quickly.

- 🚀 **Navigate efficiently** – Master cell selection and movement shortcuts.

- 🧩 **Customize View Options** – Use Zoom, Split, Freeze Panes, and Page Layout to view data effectively.

- 📂 **Manage worksheets** – Insert, rename, move, copy, and delete sheets with confidence.

- 💡 **Develop good habits** – Build accuracy and efficiency for future Excel tasks.

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