Microsoft Excel Basic & Intermediate

Getting Started

- Spreadsheets
- File Ribbon Tab(Backstage View)
- Ribbon
- Quick Access Toolbar

Working with a Workbook

- Create a Workbook
- Save a workbook
- Open a Workbook
- Entering a Data

Manipulating Data

- Select Data
- Copy and Paste
- Cut and Paste
- Fill Handle
- Undo and Redo

Modifying a Worksheet

- Insert Cells, Rows and Columns
- Delete Cells, Rows and Columns
- Modifying column, row and cells
- File and Replace

- Go To Command
- Spell Check
- Entering Formulas
- Function Library

Formulas

- Excel Formulas
- Function Library
- Relative and Absolute

Formatting a Worksheet

- Modify Fonts
- Format Cells Dialog Box
- Add Borders and Colors to Cells
- Formatting Value
- Creating a Custom Number
- Hide or Unhide Rows and Columns
- Merge Cells
- Align Cell Contents

Developing a Workbook

- Format Worksheet Tab
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets

- Copy and Paste Worksheet

Page Properties and Printing

- Set Print Titles
- Create a Header and Footer
- Set Page Margins
- Change Page Orientation
- Set Page Breaks
- Print a Range

Charts

- Create a Chart
- Modifying a Chart
- Chart Tools
  - Pie Chart Example
- Sparklines

Sorting

- Basic Sorts
- Custom Sorts

Customize the Layout

- Split a Worksheet
- Freeze Rows and Column
- Hide and Unhide Worksheets

9 hours