Excel

IT Department

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✏️ Course Management
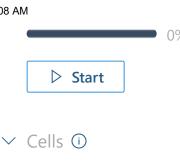
∨ Course Description

Excel

∨ Content

∨ Excel Quick Start ⓘ

Get started quickly with the Excel Quick Start guide. Learn how to create a workbook, enter data, save your workbook to OneDrive, automatically fill a column with Flash Fill, quickly calculate with AutoSum, create a chart, or use conditional formatting with Quick Analysis, freeze the top row, share your workbook to collaborate with others, and set up your mobile apps.

○ Create a workbook in Excel

○ Save your workbook to OneDrive

○ Analyze and format

○ Collaborate

○ Set up your mobile apps

○ Confirmation

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⌄ Intro to Excel ⓘ

Create a new workbook or insert a worksheet. Learn how to use Excel as your calculator or autofill data in cells.

○ Create a workbook

○ Insert or delete a worksheet

○ Move or copy worksheets or worksheets data

○ Print a worksheet or workbook

○ Use Excel as your calculator

○ Fill data automatically in worksheet cells

○ Create a drop-down list

○ Confirmation

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⌄ Rows & columns ⓘ

Add columns, rows, or cells to an Excel worksheet or delete them. Freeze panes, hide or show rows and columns or filter for unique values.

○ Insert or delete rows or columns

○ Select cell contents in Excel

○ Freeze columns or rows

○ Hide or show rows or columns

○ Filter for unique values or remove duplicate values

○ Split data into different columns

○ Create a list of sequential dates

○ Confirmation

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⌄ Cells ⓘ

Cut, Copy, and Paste to move or copy cell contents. Resize a table, column, or row, Learn how to merge cells, validate data or import/export text.

○ Move or copy cells and cell contents

○ Change the column width or row height

○ Find or replace text and numbers on a worksheet

○ Merge and unmerge cells

○ Validate cell data

○ Import or export text

○ Confirmation

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⌄ Formatting ⓘ

Format numbers in cells for things like currency, percentages, decimals, dates, phone numbers, or social security numbers. Set up conditional formatting, align or rotate text, or add a watermark.

○ Conditional Formatting

○ Change the format of a cell

○ Copy cell formatting

○ Display or hide zero values

○ Create a custom number format

○ Available number formats in Excel

○ Align or rotate text in a cell

○ Add a watermark in Excel

○ Confirmation

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⌄ Formulas & functions ⓘ

Learn how to create formulas and use built-in functions to perform calculations and solve problems. Learn to use VLOOKUP, SUM, COUNTIF, IF and more.

○ Overview of formulas in Excel

○ VLOOKUP

○ XLOOKUP

○ COUNTIF function

○ IF

○ IFS

○ MATCH function

○ SUMIF

○ SUMIFS

○ SUM function

○ Confirmation

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⌄ Tables ⓘ

Learn how to create and format tables, sort data, and filter data in a table. Discover how to total data in a table or use slicers to filter data.

○ Create and format tables

○ Sort data in a table

○ Filter data in a range or table

○ Total the data in an Excel table

○ Use slicers to filter data

○ Confirmation

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⌄ Charts ⓘ

Charts help you visualize your data in a way that creates maximum impact on your audience. Learn to create a chart, add a trendline, analyze data instantly or update an existing chart.

○ Show or hide a chart legend

○ Add a trend or moving average line to a chart

○ Use Sparklines to show data trends

○ How to use linked data types in Excel

○ Create a chart from start to finish

○ Add or remove titles in a chart

○ Add or remove a secondary axis in a chart in Excel

○ Update the data in an existing chart

○ Analyze your data quickly

○ Confirmation

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⌄ PivotTables ⓘ

Excel PivotTables are a powerful tool to calculate, summarize, and analyze data and see comparisons, patterns, and trends in your data. Learn how to create a PivotTable to analyze worksheets, tables, and ranges, use the Field List to arrange fields, group or ungroup data, sort data, filter data, and create a PivotChart.

○ Filter data in a PivotTable

○ Create a PivotChart

○ Create a PivotTable to analyze worksheet data

○ Use the Field List to arrange fields in a PivotTable

○ Group or ungroup data in a PivotTable

○ Confirmation

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∨ Share and co-author ⓘ

Learn how to share a workbook with others, right within Excel. You can let them edit the
workbook or just view it. Also learn how to lock or unlock specific areas, protect an Excel file, or
save to PDF.

○ Share a workbook

○ See files others have shared with you

○ Lock or unlock specific areas of a protected worksheet

○ Save or convert to PDF

○ Comments and notes

○ Collaborate on Excel workbooks at the same time with co-authoring

○ Protect an Excel file

○ Confirmation

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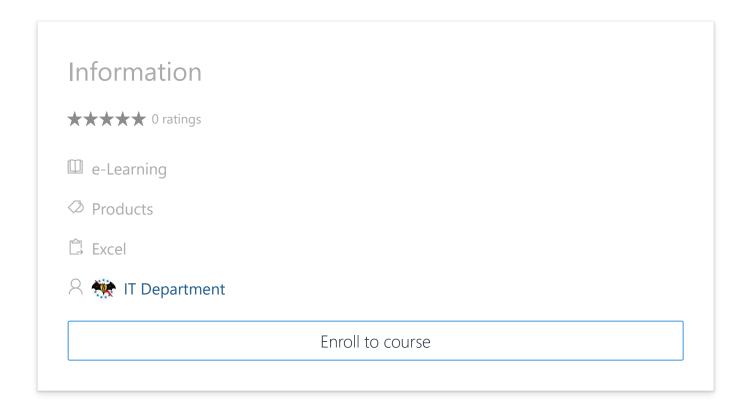

∨ Common use of functions ⓘ

Automatically number rows, calculate the difference between two dates, define and use names
in formulas, and combine text from two or more cells in one cell.

○ Automatically number rows

○ Calculate the difference between two dates

○ Define and use names in formulas

○ Combine text from two or more cells into one cell

○ Confirmation

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∨ Linked data types ⓘ

With linked data types, you can insert and work with reliable data from trusted online data sources.

○ Convert text to an Organization data type

○ Use the Data Selector to specify Organization data types

○ View and insert data from an Organization data type

○ Confirmation

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