Excel class

What we’re doing

Startpage

Workbooks

Templates

Cells

Rows/cols ex e7

A1 is relative $A$1 is absolute or lock in col, row: $a1,a$1

Banded rows

Conditional format (like red if bad news)

Sales to give chart

Drag down for patter (date/number)

Analyze data you can ask questions

Pivot tables yay or nay – see where we get

Shortcut keys

Places to learn:

Web

[Excel help & learning](https://support.microsoft.com/en-us/excel) – from the Source (Microsoft)

(My Online training hub)

[TOP 10 Excel Productivity Tips for Work (Problem & Solution) - YouTube](https://www.youtube.com/watch?v=2DkJOo-C4lU&t=21s)

Also…..

**YouTube Channels**

1. **ExcelIsFun** – Offers step-by-step tutorials on formulas, data analysis, PivotTables, and more.
2. **Leila Gharani** – Known for practical tips, short tutorials, and real-world examples covering both basic and advanced topics.
3. **MyOnlineTrainingHub** – Focuses on intermediate to advanced functionality like Power Query, dashboards, and data visualization.
4. **Excel Campus** – Covers a broad set of skills, including VBA and automation tips in addition to standard Excel features.

**Websites**

1. **Microsoft Support (support.microsoft.com/office/excel)** – Official documentation with beginner-friendly guides and advanced references.
2. **ExcelJet (exceljet.net)** – Provides concise tutorials and formula examples along with quick tips.
3. **Chandoo.org** – Known for its community forums, detailed articles, and downloadable example workbooks.
4. **Contextures (contextures.com)** – Features extensive Excel tutorials and free resources (like sample files) for PivotTables, data validation, and more.

Sales data

Budget

Portfolio

History:

Lotus123

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**3. Overview of the Excel Interface (3–4 minutes)**

* **Walkthrough of Key Components:**
  + **Ribbon & Tabs:** Explain how commands are organized (Home, Insert, Data, etc.).
  + **Worksheet and Cells:** Show the grid layout, emphasizing rows, columns, and individual cells.
  + **Formula Bar:** Highlight where to input and view formulas.
* **Live Demonstration:**  
  Open Excel and briefly point out each element. Use a projector or screen-share if possible. Explain that while the interface might seem busy at first, each section has a purpose that will become clear as they progress.