Excel Skills for Business:
Essentials
Macquarie University

Overview

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Grades

Notes

Week 1

Excel Skills for Business: Essentials

Week 1
Discuss this week's modules here.   **Go to forum**
153390 threads · Last post 24 minutes ago

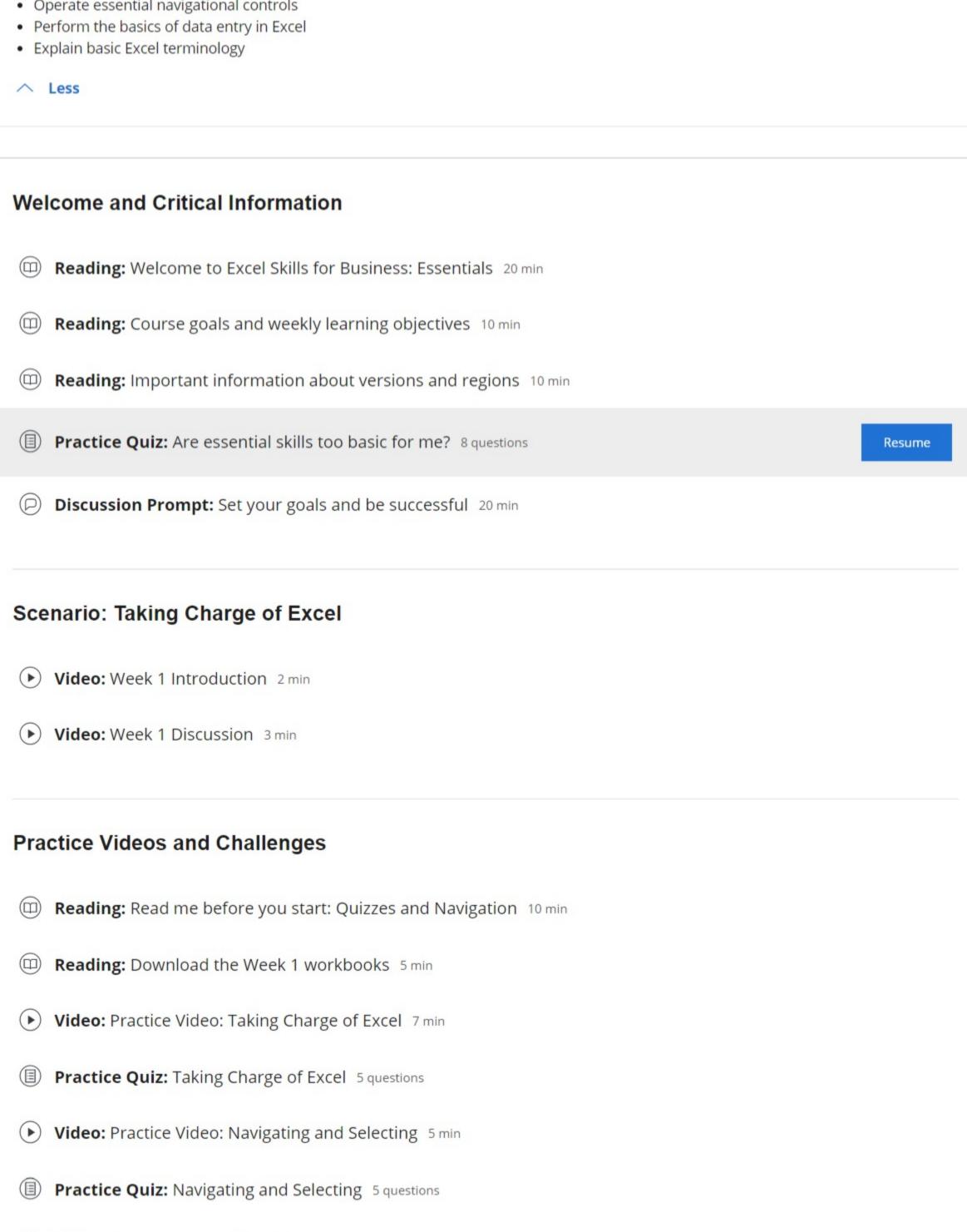### Critical Core of Excel

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In this module, you will learn about key foundational features of Excel: The Excel user interface, basic Excel terminology, how to operate essential navigational controls in Excel and how to perform basic data entry with Excel spreadsheets.

Learning Objectives

- Describe key components of the Excel user interface
- Operate essential navigational controls
- Perform the basics of data entry in Excel
- Explain basic Excel terminology

⌃ **Less**

Welcome and Critical Information

▢ **Reading:** Welcome to Excel Skills for Business: Essentials 20 min

▢ **Reading:** Course goals and weekly learning objectives 10 min

▢ **Reading:** Important information about versions and regions 10 min

▤ **Practice Quiz:** Are essential skills too basic for me? 8 questions   **Resume**

💬 **Discussion Prompt:** Set your goals and be successful 20 min

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Scenario: Taking Charge of Excel

▶ **Video:** Week 1 Introduction 2 min

▶ **Video:** Week 1 Discussion 3 min

Practice Videos and Challenges

▢ **Reading:** Read me before you start: Quizzes and Navigation 10 min

▢ **Reading:** Download the Week 1 workbooks 5 min

▶ **Video:** Practice Video: Taking Charge of Excel 7 min

▤ **Practice Quiz:** Taking Charge of Excel 5 questions

▶ **Video:** Practice Video: Navigating and Selecting 5 min

▤ **Practice Quiz:** Navigating and Selecting 5 questions

▶ **Video:** Practice Video: View Options 5 min

▤ **Practice Quiz:** View Options 5 questions

▶ **Video:** Practice Video: Data Entry, Data Types, Editing and Deleting 6 min

▤ **Practice Quiz:** Data Entry 5 questions

▶ **Video:** Practice Video: Fill Handle 5 min

▤ **Practice Quiz:** Fill handle 5 questions

▶ **Video:** Week 1 Wrap-up 1 min

ⓘ **Reading:** Week 1: Practice Challenge 20 min

Toolbox

▢ **Reading:** Week 1: Keyboard Shortcuts, Terminology, and Ninja Tips 25 min

▶ **Video:** Copy and Paste 5 min

▶ **Video:** Templates 2 min

Assessment

▤ **Quiz:** Taking Charge of Excel: Test your skills, Part 1 15 questions   Due May 10, 1:59 AM CDT

▤ **Quiz:** Taking Charge of Excel: Test your skills, Part 2 10 questions   Due May 10, 1:59 AM CDT

Optional Materials

▢ **Reading:** Week 1: Excellent Tips and Resources 25 min