

Course Outline

Microsoft Excel Beginner



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets.

Topics Covered:

- Unit 1: Getting started
 - Topic A: Spreadsheet terminology
 - Topic B: The Excel environment
 - Topic C: Navigating a worksheet
 - Topic D: Using a template
- Unit 2: Entering and editing data
 - Topic A: Entering and editing text and values
 - Topic B: Entering and editing formulas
 - Topic C: Saving and updating workbooks
- Unit 3: Modifying a worksheet
 - Topic A: Moving and copying data
 - Topic B: Moving, copying, and viewing formulas
 - Topic C: Absolute and relative references
 - Topic D: Inserting and deleting ranges, rows, and columns
- Unit 4: Functions
 - Topic A: Entering functions
 - Topic B: AutoSum
 - Topic C: Other common functions
- Unit 5: Formatting
 - Topic A: Text formatting
 - Topic B: Row and column formatting
 - Topic C: Number formatting

- Topic D: Conditional formatting
- Topic E: Additional formatting options
- Unit 6: Charts
 - Topic A: Chart basics
 - Topic B: Formatting charts
- Unit 7: Graphics
 - Topic A: Working with pictures
 - Topic B: Conditional formatting with graphics
 - Topic C: SmartArt graphics
- Unit 8: Printing
 - Topic A: Preparing to print
 - Topic B: Page Setup options
 - Topic C: Printing worksheets