

# Beginner Microsoft Excel

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.

Group classes in NYC and onsite training is available for this course. For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: <https://www.careercenters.com/courses/excel-fundamentals>



[nyc@careercenters.com](mailto:nyc@careercenters.com) • [\(212\) 684-5151](tel:(212)684-5151)

## Course Outline

### Introduction

#### Interface

Provides a brief description of the user interface for Microsoft Excel

#### Worksheets

Manage elements of worksheets

#### Data Entry

Examines and describes multiple means of entering data

#### Rows & Columns

Insert, delete, hide, and group rows and columns

### Formulas

#### Autofill

Explores Excel's amazing ability to predict and extrapolate patterns

#### Calculations

Perform mathematical expressions and review the Order of Operations rule

#### AutoSum Functions

Review the five key functions: Sum, Average, Max, Min, and Count Numbers

#### Absolute Reference

Changing a cell reference into a constant, which is necessary for certain calculations

#### True or False

Tests to see whether criteria is true/false

## **Text Functions**

Introduces functions used to modify text in Excel

## **Multi-Input Functions**

More advanced functions that require more than one input

# **Formatting**

## **Formatting**

The addition of effects to an Excel document to provide visual instruction

## **Cell Styles**

Apply consistent formatting to specific types of cells or values

## **Conditional Formatting**

Apply a predetermined format based on specified rules

# **Charts & Tables**

## **Tables**

Explore the special functionality created when data is converted to a Table

## **Column Chart**

Create a Column chart to visually examine data

## **Line Chart**

Create a Line chart and Spark lines to visually examine data

## **Pie Chart**

Create a Pie chart to visually examine data

# **Workbook Management**

## **Freeze Panes**

Enable a portion of the screen to stay visible at all times

## **Printing**

Rules and strategies to make printing easy

## **Windows**

Change how your worksheet displays data

## **Templates**

Use prefabricated templates to build a spreadsheet

## **Excel Tricks**

Fundamental keyboard shortcuts and other Excel tricks

# **End of Class Projects**

## **Projects**

End of class projects to review key concepts from the class