COURSE SYLLABUS

Beginner Excel Course

Join us for a beginner Excel workshop where you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their proficiency.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/basic-excel-classes

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Course Outline

Introduction

Interface

Provides a brief description of the user interface for Microsoft Excel

Data Entry

Examines and describes multiple means of entering data

Rows & Columns

Insert, delete, hide, and group rows and columns

Worksheets

Manage elements of worksheets

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

Conditional Formatting

Apply a predetermined format based on specified rules

Charts & Tables

Column Chart

Create a Column chart to visually examine data

Line Chart

Create a Line chart and Sparklines to visually examine data

Pie Chart

Create a Pie chart to visually examine data

Tables

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

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