

Excel Essentials Course Outline

Upon completion of this course, students will be able to:

Create and Manage Excel Workbooks and Worksheets

- Create Workbooks and Worksheets
- Navigate to different locations in the Workbook / Worksheet
- Use the Excel find feature to locate desired data
- Insert, delete, hide, unhide and resize the rows and columns of a worksheet
- Insert page headers and footers
- Change the tab color of a worksheet
- Rename a worksheet
- Copy and move worksheets
- Employ various views including normal, page break preview, and page layout
- Customize Options and Views for Worksheets and Workbooks
- Use the Print Area tool to specify which portions should be printed
- Save a file in various file formats

Manage Data Cells and Ranges

- Edit data in existing cells
- Cut, copy and paste data
- Quickly fill in data with the Excel AutoFill feature
- Merge and unmerge cells
- Wrap text within a cell
- Apply various number formats
- Conditionally format data based on selected criteria
- Change cell formats with the Format Painter
- Add or remove subtotals
- Group and outline data

Create and manage Excel tables

- Describe the difference between an Excel table and an Excel data range
- Create an Excel table from an existing data range
- Convert an Excel table back to a regular data range
- Manage table styles and options
- Sort data by one or more columns
- Filter data to display a subset of data
- Remove duplicate records from a list

Perform various calculations with formulas and functions

- List the mathematical, comparison, text, and references operator and explain their operation.
- Calculate aggregate values with the Excel status bar
- Explain the difference between a formula and a function
- Aggregate numeric data using the SUM, MIN, MAX, COUNT and AVERAGE functions
- Finish a formula with Excel's AutoComplete feature
- Use the IF, SUMIF, and other conditional functions
- Calculate text values using Excel's UPPER, LOWER, PROPER, CONCAT, LEFT, RIGHT, and MID functions

Create charts and objects

- Use Excel's Quick Analysis feature to format data bars, icon sets, and other conditional formats
- Create a basic Excel chart
- Add and modify chart elements
- Change chart styles and layouts
- Move charts between sheets
- Add new data to existing charts
- Insert and format shapes, pictures, and text boxes