Introduction to Microsoft Excel

Duration: 8 Hours (1 Day)

Overview

The Introduction to Microsoft Excel course is designed to equip learners with the foundational skills required to navigate and utilize Excel efficiently. Through hands-on lessons and practical labs, participants will learn to create and format workbooks, manage worksheets, enter and manipulate data, and utilize formulas for calculations. Starting with the basics of launching the application and creating a workbook, the course progresses to more advanced features like using the Ribbon interface, customizing the Quick Access Toolbar, and mastering the Backstage View for file management. With a focus on real-world application, the course will enable learners to perform essential tasks such as formatting cells, managing rows and columns, editing worksheets, and finalizing documents for printing. By mastering these skills, participants will be able to harness the power of Excel to organize and analyze data effectively, enhancing their productivity and data management capabilities in various professional contexts.

Audience Profile

Target Audience for the "Introduction to Microsoft Excel" course:

- Administrative Assistants
- Office Clerks
- Data Entry Clerks
- Business Analysts (Beginner level)
- Project Coordinators
- Sales Associates
- Marketing Assistants
- Human Resources Assistants
- Small Business Owners
- Teachers and Educators
- Academic Students
- Financial Assistants
- Accountancy Trainees
- Research Analysts (Entry-level)
- IT Professionals (who require Excel knowledge for data management)
- Non-Profit Organization Staff
- Entrepreneurs who manage their own data and reporting

Course Syllabus

Module 1: Creating a Microsoft Excel Workbook

- This module explains how to create and start working with workbooks and
- worksheets.

Lessons

- Starting Microsoft Excel
- Creating a Workbook

- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook

Lab: Creating a Microsoft Excel Workbook

- After completing this module, students will be able to:
- Start Microsoft Excel.
- Create a Microsoft Excel workbook.
- Save a Microsoft Excel workbook.
- Understand the Status Bar.
- Add and delete Microsoft Excel worksheets.
- Copy and move worksheets.
- Split the worksheet window.8. To close a Microsoft Excel workbook.

Module 2: The Ribbon

- This module explains how to work with the Ribbon.

Lessons

- Tabs
- Groups
- Commands

Lab: The Ribbon Exercises

- Open a Workbook
- Select, Open, and Save a Template Agenda
- After completing this module, students will be able to:
- Work with tabs.
- Work with groups.
- Work with commands.
- Know which groups and commands are found on which tabs

Module 3: The Backstage View (The File Menu)

- This module explains how to work with the Backstage View.

Lessons

- Introduction to the Backstage View
- Opening a Workbook
- Open a Workbook
- New Workbooks and Excel Templates
- Select, Open and Save a Template Agenda
- Printing Worksheets
- Print a Worksheet
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

Lab: Backstage View Exercises

- Print a Worksheet
- Open a Workbook
- After completing this module, students will be able to:
- Work with the Backstage view.
- Open a Microsoft Excel workbook.
- Start a new Microsoft Excel workbook.
- Use Microsoft Excel templates.
- Print a Microsoft Excel workbook.
- Personalize your copy of Microsoft Excel

Module 4: The Quick Access Toolbar

- This module explains how to work with the Quick Access Toolbar.

Lessons

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Customize the Quick Access Toolbar

Lab: Customize the Quick Access Toolbar

- After completing this module, students will be able to:
- Add common commands to the Quick Access Toolbar.
- Add additional commands to the Quick Access Toolbar.
- Move the Quick Access Toolbar.

Module 5: Entering Data in Microsoft Excel Worksheets

- This module explains how to enter data in Microsoft Excel worksheets.

Lessons

- Entering Text
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

Lab: Entering Data Exercises

- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- After completing this module, students will be able to:
- Enter text in Microsoft Excel worksheets.
- Add or delete cells in worksheets.

- Add an outline for your data.
- Enter a hyperlink in a worksheet.
- Use AutoComplete.
- Enter numbers and dates in Microsoft Excel worksheets.
- Use the Fill Handle to add data to cells.

Module 6: Formatting Microsoft Excel Worksheets

- This module explains how to format Microsoft Excel worksheets.

Lessons

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Customize a Workbook Using Tab Colors and Themes
- Adding a Watermark
- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands

Lab: Formatting Worksheets Exercises

- Customize a Workbook Using Tab Colors and Themes
- Working with Font Group Commands
- Working with Alignment Group Commands
- Working with Nummber Group Commands
- After completing this module, students will be able to:
- Understand various ways you can format Microsoft Excel worksheets.
- Select a range of cells within a worksheet.
- Hide worksheets.
- Add color to workbook tabs.
- Add themes to worksheets.
- Bold, italicize and underline text.
- Add borders to cells.
- Change text and cell colors.
- Change the font and font size.
- Align text.
- Wrap text.
- Indent text.
- Merge and center text.
- Change number formats.
- Change date formats.
- Show decimals.

Module 7: Using Formulas in Microsoft Excel

- This module explains how to work with formulas in Microsoft Excel.

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Lessons

- Math Operators and the Order of Operations
- Entering Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
- Relative, Absolute, and Mixed Cell References
- Working with Formulas

Lab: Working with Formulas

- After completing this module, students will be able to:
- Understand math operators and the order of operations in Excel.
- Enter basic formulas.
- Use AutoSum to sum data with one click.
- Understand absolute, relative, and mixed cell references.
- Copy formulas and functions.

Module 8: Working with Rows and Columns

- This module explains how to work with rows and columns in Microsoft Excel.

Lessons

- Inserting Rows and Columns
- Deleting Rows and Columns
- Transposing Rows and Columns
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Freezing Panes
- Working with Rows and Columns

Lab: Working with Rows and Columns

- After completing this module, students will be able to:
- Insert rows and columns in Microsoft Excel worksheets.
- Delete rows and columns in Microsoft Excel worksheets.
- Transpose rows and columns.
- Change row heights.
- Change column widths.
- Hide and unhide rows and columns.
- Freeze panes.

Module 9: Editing Worksheets

- This module explains how to edit worksheets in Microsoft Excel.

Lessons

- Find
- Find and Replace
- Using Find and Replace
- Using the Clipboard
- Using Format Painter

- Managing Comments

Lab: Editing Worksheets Exercises

- Using Find and Replace
- Using the Clipboard
- Using Format Painter
- After completing this module, students will be able to:
- Locate information in your worksheet using Find.
- Use Find and Replace to quickly replace data with other data.
- Use the Cut, Copy, Paste and Format Painter commands to edit worksheets.
- Manage comments

Module 10: Finalizing Microsoft Excel Worksheets

- This module explains how to finalize Microsoft Excel worksheets.

Lessons

- Setting Margins
- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers
- Preparing to Print

Lab: Preparing to Print

- After completing this module, students will be able to:
- Set margins in Microsoft Excel worksheets.
- Set the page orientation to portrait or landscape.
- Set the print area in a worksheet.
- Scale a worksheet so that all data prints on one page