

Excel 101

6-hour course

Upon completion of this course, students will be able to open, create, edit, format, save, and print Excel Workbooks. You will also be able to create calculations using basic formulas and functions.

Exploring Excel

- What is Microsoft Excel?
- How Do I Start Excel?
- How Do I Open and Save a Workbook?
- How Do I Use the Interface?

Using Basic Workbook Skills

- How Do I Select Cells and Ranges?
- How Do I Enter and Edit Data?
- How Do I Work with Worksheets?
- How Do I Work with Workbooks?

Working with Rows and Columns

- How Do I Select Rows and Columns?
- How Do I Resize Rows and Columns?
- How Do I Hide/Unhide Rows and Columns?
- How Do I Insert/Delete Rows and Columns?
- How Do I Move Rows and Columns?

Creating Simple Formulas

- What Is a Formula?
- What Is an Operator?
- How Do I Create a Formula?
- What Is a Function?
- Sample functions
SUM, AVERAGE, COUNT, MAX, MIN, IF
- What Tools Can Help Me Build Formulas?
- How Do I Modify a Formula?

Moving and Copying Data

- How Do I Duplicate Data in Excel?
- How Do I Move Data in Excel?
- What are Relative, Absolute and Mixed References?
- What is the Difference Between Duplicate, Replicate, Cut and Copy?
- What Does Paste Special Do?
- What Is the Clipboard Pane?

Printing Worksheets

- How Do I Preview a Printout?
- What Are Workbook Views?
- How Do I Print a Worksheet?
- What Options Does the Print Preview Screen Provide?
- How Do I Use the Page Setup Options?
- How Do I Set and Remove Page Breaks?
- How Do I Set Print Titles?
- What Is Scale to Fit?
- How Do I Add a Page Header/Footer?

Formatting Numbers and Dates

- What Is the Number Format Drop-Down?
- What Are the Number Format Icons?
- How Does the Number Format Dialog Box Work?

Formatting Fonts and Alignment

- How Do I Change the Font Type?
- How Do I Change the Font Size?
- How Do I Make the Font Bold, Italic, or Underlined?
- How Do I Change Font Color and Background Color?
- How Do I Use the Format Cells Dialog Box's Font & Fill Tabs
- How Do I Align Text?
- How Do I Rotate Text?
- How Do I Change Text Indentation?
- How Do I Wrap Text?
- How Do I Merge Cells?
- How Do I Use the Format Cells Dialog Box's Alignment Tab
- How Do I Use the Format Painter?
- How Do I Use the Clear Button?

Using Borders

- How are Cell Borders Different from Gridlines?
- How Do I Use the Borders Button?
- How Do I Use the Format Cells Dialog Box's Border Tab?
- How Do I Remove Borders?

Using Styles

- What Is a Style?
- How Do I Apply a Style?
- How Do I Create a New Style?
- How Do I Edit a Style?
- How Do I Merge Styles Between Workbooks?

Using Help

- How Do I Get Help in Excel?
- Where Can I Learn More?
- How Do I Get Help from a TechMentor?