Course Outline
Microsoft Excel Beginner 365-2019-2016-2013

Lesson 1: Mastering the Excel Interface

- Spreadsheet Basics
- Running Microsoft Excel
- The Excel Screen
- Changing the Workbook View
- Working with the Quick Access Toolbar
- Working with Help

Lesson 2: Data Entry, Navigation & Data Selection

- Using the Auto Fill
- Entering Information
- Working with Dates
- Editing Data
- Deleting Data
- Navigating Within a Worksheet
- Selecting Cells
- Copying Cells
- Dragging & Dropping
- Working with the Office Clipboard
- Aligning Cell Data
- Formatting Numbers

Lesson 3: Working with Formulas & Functions

- Entering a Formula
- Using Cell Addresses
- Correcting Formulas
- Absolute Cell Addressing
- Working with Function Arguments
- The AutoSum Feature
- Accessing other Functions

Lesson 4: Worksheet Formatting

- Applying Formatting Attributes
- Changing Fonts & Point Size
- Cell Borders and Colors
- Customizing Cell Formats
- Using Cell Styles
- Using the Format Painter
- Hiding & Unhiding Columns
- Inserting a Row/Column
- Deleting a Row/Column
- Adjusting Column Width & Row Height
- Spell Checking the Worksheet
- Freezing Column & Rows
- Splitting the Screen

Lesson 5: Managing a Workbook

- Working with Multiple Sheets
- Naming Worksheets
- Deleting a Worksheet
- Grouping Sheets
- Switching Between Workbooks

Lesson 6: Printing Excel Worksheets

- Printing
- Changing the Page Setup
- Changing the Print Area
- Defining Print Titles
- Customizing Headers/Footers

Appendices: Handy Keyboard Shortcuts

- Appendix A: Function Keys
- Appendix B: Cursor Movement Keys
- Appendix C: Shortcut Keys

Hands-on Exercises