

Course 131 – Microsoft Excel Essentials

Duration: 1 day

You Will Learn How To

- Create and format workbooks
- Summarize data using formulas and functions
- Sort and filter data
- Use timesaving tools such as AutoFill, AutoSum, and FlashFill
- Visualize data using charts

Course Benefits

Microsoft Excel is the industry leading tool to help workers work with data on the desktop. This Excel training course enables you to become more productive by allowing you to automate data processing essential to your daily work.

Who Should Attend

Anyone who wants to use Microsoft Excel to create spreadsheets and automate data processing.

Course Content

The Basics

- Getting Started
- Signing In
- Creating a New Workbook
- Parts of a Workbook
- Saving a Workbook
- Opening a Workbook

Your First Workbook

- Selecting Data
- Entering and Deleting Data
- Using Undo and Redo
- Using Cut, Copy, and Paste

Working with Data

- Inserting Rows and Columns
- Merging and Splitting Cells
- Moving Cells
- Using Paste Special
- Using Find and Replace
- Hiding and Unhiding Cells

Using Basic Excel Tools

- Understanding Cell References and Formulas
- Using Basic Formulas
- Using Basic Functions
- Using Advanced Functions
- Using Spell Check
- Using Sort and Filter

Using Timesaving Tools

- Using AutoFill
- Using Flash Fill
- Using AutoSum
- Using AutoComplete
- Using AutoCalculate

Formatting Text



- Changing the Font Face, Size, and Color
- Applying Text Effects
- Applying Borders and Fill
- Using the Font Tab of the Format Cells Dialog
- Clearing Formatting

Formatting Data

- Wrapping Text
- Changing the Size of Rows and Columns
- Adjusting Cell Alignment
- Changing Text Direction
- Changing Number Format

Formatting the Workbook

- Using Cell Styles
- Formatting Data as a Table
- Changing the Theme
- Inserting Page Breaks
- Adding a Background

Inserting Art and Objects

- Inserting SmartArt
- Inserting Text Boxes
- Inserting Pictures
- Inserting Equations
- Drawing Shapes

Charting Data

- Creating Sparklines
- Inserting Charts
- Inserting PivotTables
- Inserting PivotCharts
- Using Slicers

Printing Your Workbook

- Using Excel's Different Views
- Using Print Preview
- Specifying Number of Copies to Print
- Selecting a Printer
- Other Printing Settings
- Specifying Page Orientation
- Specifying Page Size
- Changing Margins
- Centering on Page
- Adding Headers and Footers
- Printing Portions of a Worksheet
- Scaling to Fit Page

Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes

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ActiveLearning is the Philippines' leading provider of Information Technology and Project Management education, where thousands of students take courses from Application Development to Project Management to Network Security, and much more. Our courses are taught by expert instructors, and learning is enhanced through a blend of in-depth lectures, workshops, and hands-on exercises.