

Excel for Business Fundamentals

Course Overview

Excel for Business Fundamentals covers the essential applications of Excel used frequently by business professionals. In this introductory course, you will learn basic and multi-input functions, absolute references, charts and tables. We will help you produce polished and presentable work with formatting and printing techniques, while learning crucial tricks to facilitate the workflow. In this hands-on course you will work on real-world examples, reinforcing the concepts with practice throughout the class, as well as a cumulative project at the end. Each attendee will receive access to our revolutionary Excel Fundamentals video suite, with lifetime access to several hours of premium content.

Introduction

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| 1) Interface | Provides a brief description of the user interface for Microsoft Excel |
| 2) Data Entry | Review the multiple means of entering data |

Formulas

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| 3) Autofill | Explores Excel's amazing ability to predict and extrapolate patterns |
| 4) Calculations | Perform mathematical expressions and review the Order of Operations rule |
| 5) True or False | Tests to see whether criteria is true/false |
| 6) AutoSum Functions | Review the five key functions: Sum, Average, Max, Min, and Count Numbers |
| 7) Text Functions | Introduces functions used to modify text in Excel |
| 8) Multi-Input Functions | More advanced functions that require more than one input |
| 9) Absolute Cell References | Changing a cell reference into a constant, which is necessary in certain calculations |

Formatting

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| 10) Formatting | The addition of effects to an Excel document to provide visual instruction |
| 11) Format Painter | Use the Format Painter to copy format a from one cell to another |
| 12) Conditional Format | Apply formats to cells based on specified rules or criteria |

Charts & Tables

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| 13) Line Chart | Create a Line chart and Spark lines to visually examine data |
| 14) Column Chart | Create a Column chart to visually examine data |
| 15) Pie Chart | Create a Pie chart to visually examine data |
| 16) Tables | Explores the special functionality created when data is converted to a Table |

Workbook Management

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| 17) Printing | Rules and strategies to make printing easy |
| 18) Worksheets | Manage elements of worksheets, rows, and columns |
| 19) Repeat Action | Use the F4 key to duplicate a prior action |
| 20) Shortcuts | 5 Fundamental keyboard shortcuts and a review of others previously covered |

End of Class Project

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| 21) Project | End of class project to review key concepts from the class |
| 22) Save and Close | Save, close and email the completed workbook |