COURSE SYLLABUS

# Excel Level I: Fundamentals

Join us for a beginner Excel workshop where you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their proficiency.

For more information, visit
https://www.creativelive.com/classes/basic-excel-classes



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# Course Outline

## Introduction

### Interface

Provides a brief description of the user interface for Microsoft Excel

### Data Entry

Examines and describes multiple means of entering data

### Rows & Columns

Insert, delete, hide, and group rows and columns

### Worksheets

Manage elements of worksheets

## Formulas

### Autofill

Explores Excel's amazing ability to predict and extrapolate patterns

### Calculations

Perform mathematical expressions and review the Order of Operations rule

### AutoSum Functions

Review the five key functions: Sum, Average, Max, Min, and Count Numbers

### Absolute Reference

Changing a cell reference into a constant, which is necessary for certain calculations

### True or False

Tests to see whether criteria is true/false

### Text Functions

Introduces functions used to modify text in Excel

### Multi-Input Functions

More advanced functions that require more than one input

## Formatting

### Formatting

The addition of effects to an Excel document to provide visual instruction

### Conditional Formatting

Apply a predetermined format based on specified rules

## Charts & Tables

### Column Chart

Create a Column chart to visually examine data

### Line Chart

Create a Line chart and Sparklines to visually examine data

### Pie Chart

Create a Pie chart to visually examine data

### Tables

Explore the special functionality created when data is converted to a Table

## Workbook Management

### Freeze Panes

Enable a portion of the screen to stay visible at all times

### Printing

Rules and strategies to make printing easy

### Windows

Change how your worksheet displays data

### Templates

Use prefabricated templates to build a spreadsheet

### Excel Tricks

Fundamental keyboard shortcuts and other Excel tricks

## End of Class Projects

### Projects

End of class projects to review key concepts from the class