

Excel Beginners Online Course Outline

Section	Topics
Overview	The Excel environment
	Some terminology
	Meet Undo – your new best friend
Data Entry	Entering months and days
	Entering numbers and dates
	Help! I see #####
	Dos and Don'ts of data entry
	Adding comments/notes
Data Formatting	Formatting text
	Formatting numbers
	Clearing all formats
Navigating	Inserting rows and columns
	Deleting rows and columns
Basic Formulas	Overview
	Basic formula entry

	Addition/subtraction
	Multiplication/division
	Brackets
Basic Functions	Sum
	Average
	Max
	Min
	Count
	CountA
Fixing Cells	Difference between relative and absolute copying
	Fixing a cell (Using F4 or F4 plus Fn)
Charts	Use recommended charts and clean data
Worksheets	Housekeeping: Add/remove/move/copy/hide/copy&move to another workbook
	Simple 3D formulas
Lists	Creating a list
	Sorting a list

	Filtering a list
Printing	Orientation
	Getting it all to fit - scaling
	Print Titles
	Add page numbers