Excel Basic

Course Overview: Microsoft Excel is a spreadsheet application used for calculating and analyzing data. In this course, you will learn to use Excel to create, organize, and modify workbooks and worksheets. You will learn to navigate the Excel workspace, and save and print workbooks. You will explore formatting cells and text and how to change the way text is presented including: formatting fonts, applying borders and fills, aligning and orienting data, and merging cells. Another feature explored is formatting numbers in currency, date, and percentage formats. You will learn how to automatically fill data using Auto Fill and Flash Fill and how to create different types of hyperlinks within a workbook.

Prerequisite- * Introduction to Windows

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Create and organize workbooks/worksheets.
2. Save and print workbooks/worksheets.
3. Configure print option settings.
4. Describe the different ways in which to format text and numbers.
5. Create and save a customized cell style.
6. Sequence the steps to use Auto Fill and Flash Fill.
7. Sequence the steps to insert and modify hyperlinks.

Lesson 1: Creating Workbooks, Worksheets, and Data in Excel-

- Create a new workbook and open a workbook
- Move around and enter data
- Cut, copy, and paste
- Delete or hide a worksheet
- Organize and modify worksheets

Lesson 2: Saving and Printing Data in Excel

- Save a workbook
- Change the default save options
- Recover a workbook
- Print a workbook
- Configure the page layout

Lesson 3: Formatting Cells and Worksheets in Excel

- Change font formatting
- Apply borders and fills and create a cell style
- Copy formatting with Format Painter
- Change the alignment, indentation, and orientation of data
- Merge cells and wrap text

Lesson 4: Formatting Data in Excel,

- Format numbers
- Use Auto Fill to copy and fill a series
- Extract or add data using Flash Fill

Create and modify a hyperlink

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.

  - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
  - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
  - **Chat**: clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.

    - Monday-Thursday 8am-11pm
    - Friday 8am-6pm
    - Saturday 11am-6pm

- **E-Mail**: During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY

CERT COACHING SESSION 866-700-3636