

Microsoft Excel Introduction Workshop

Course Overview

Designed for people that use Excel a few times a week and want to extend their knowledge. They may already use workbooks created for them and want to understand how they are built or build simple workbooks themselves.

Learning Objectives

At the end of the course participants will be able to navigate in Excel, create simple formulas and understand how a workbook has been built.

Prerequisites

This course is designed for people that are already using Excel. They will be familiar with navigating in Excel and will have had some entered information into an Excel workbook.

This course covers all the important features in Excel in half a day, a manual and exercise file is provided, and attendees are encouraged to practice afterwards to retain their learnings.

Module	Learning
Formulas Formula construction basics and order of operation	<ul style="list-style-type: none">Excel formula construction using addition, subtraction, multiplication, and division.Understanding and controlling the order of operation
Formula vs Function	<ul style="list-style-type: none">Difference between a formula and a function
Absolute vs Relative referencing	<ul style="list-style-type: none">What does absolute and relative referencing mean?Switching between absolute and relative referencing
Functions	<ul style="list-style-type: none">Using Functions to make formula construction faster (SUM, AVERAGE, MINIMUM, MAXIMUM & COUNT)Using AutoSum
Logical Functions: IF Statement	<ul style="list-style-type: none">Understanding how IF function operatesCreate an IF Statement
Quick Analysis & Flash Fill	<ul style="list-style-type: none">Using the Quick Analysis tool set to create charts, sparklines, and apply conditional formatting
Format as Table	<ul style="list-style-type: none">Convert data to a TableSorting and Filtering in a Table
Conditional Formatting	<ul style="list-style-type: none">Using Conditional Formatting to highlight data
Creating Charts	<ul style="list-style-type: none">Create and Edit Charts