Working with Excel
BEGINNER LEVEL 1

PRIORITY

LEARNING & DEVELOPMENT

inquiries@prioritydevelopment.ca

902-425-5302

www.prioritydevelopment.ca

WHO SHOULD ATTEND

Microsoft Excel allows users to create professional documents to represent numbers to support data analysis, payroll, inventory, finance, accounting, charting, data listing and complex calculations of any kind. This course is designed for office users new to Excel. It is a foundation course that prepares participants to use the tool productively. It is recommended for those who are self-taught as it fills the holes and gaps in their learning.

Format:
- 1-day instructor-led session or two 3-hour web-based live online classroom sessions
- Optional follow up group Coaching Session to reinforce learning
- Customized options for shorter in-house training are also available

Also includes:
- Our pre-workshop Discovery call where we learn how your group currently uses the tool and how we can customize the learning to meet your specific needs
- virtual learning guide
- A Free Follow-up 30-minute Coaching Session
- Lifetime Support with the learning

This course will help you:

- Enter, edit, and format data to create workbooks
- Enter data using time-saving tools like Flash Fill and Autocomplete
- Use functions and formulas to calculate data
- Understand Relative and Absolute Cell References
- Format worksheets and cells Manage larger workbooks
- Print workbooks
- Customize the interface by changing ribbon display options and customizing the Quick Access Toolbar

Learning Microsoft Excel ✓

This Full day Instructor led course is for individuals who are new to Microsoft Excel and want to gain confidence navigating the interface, using functions and formulas to calculate data, and formatting their data to present it clearly.

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Unit 1: Getting Started with Microsoft Excel

This unit is an introduction to Microsoft Excel. By the end of this section, participants will be able to identify elements of the Microsoft Excel interface. They will also be able to create a basic worksheet and use Excel's powerful help system.

Unit 2: Performing Calculations

In this unit, participants will learn to create basic formulas and the basics of inserting functions in a worksheet. They will also identify when to reuse formulas.

Unit 3: Modifying a Worksheet

This unit provides participants the understanding of how to manipulate data, insert and delete, cells, columns, and rows. They will also learn how to use the search find and replace function and its options. Proofing the worksheet for spelling and grammar errors will also be covered in this section.

Unit 4: Formatting a Worksheet

This unit focuses on modifying fonts, aligning cell contents, and applying different cell styles to enhance the appearance of your spread sheet. We also look applying different number formats and currency symbols.

Unit 5: Printing Workbook Contents

This unit defines the basic page layout for a workbook and demonstrates how to apply them to their workbook. Participants will also learn how to refine the page layout and apply the different print options that are available.

Unit 6: Managing Large Workbooks

Participants will learn to manage worksheets as well as format worksheet tabs. They will learn the different views to efficiently manage worksheets and workbooks.

Electronic spreadsheet programs were originally based on paper spreadsheets used for accounting. As such, the basic layout of computerized spreadsheets is the same as the paper ones. Related data is stored in tables — which are a collection of small rectangular boxes or cells organized into rows and columns.

All versions of Excel and other spreadsheet programs can store several spreadsheet pages in a single computer file. The saved computer file is often referred to as a workbook and each page in the workbook is a separate worksheet.

Unit 7: Customizing the Excel Environment

Participants will learn the benefits in customizing the general options to better fit their needs. They will also learn how to customize the ribbon and quick access toolbar to become more efficient in their daily job functions.

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"I was surprised to learn how much I didn't know!!"