Excel for Business Fundamentals

Build Excel skills for business with hands-on lessons designed to boost your productivity. You'll learn to create charts and tables, master fundamental formulas and functions like AutoSum and conditional formatting, and format data for clear visual presentations.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/excel-fundamentals

nyc@careercenters.com • (212) 658-1918

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 Spark lines 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