EMAGENIT
State of the art Excel training.

Beginning Excel
for Business and Industry

Badge ID	# Sick Days
B12378	3
B12400	4
B12589	8
B12381	6
	=SUM(C3:C6)

DECK BUILDERS
Performance Form

Employee Name

John Smith

Date:

Review Period:

Date ▼	Qty ▼	Decription ▼
1/1/2023	2	Wom T Shirt Logo 2
1/1/2023	7	Mens T Shirt Logo 1
1/1/2023	10	Mens T Shirt Logo 2
1/1/2023	2	Ball Cap Adj Logo 1
1/2/2023	8	Mens T Shirt Logo 1
1/2/2023	1	DVD 3
1/2/2023	7	DVD 2

Inpatients vs. Outpatients

	Week 1	Week 2	Week 3	Week 4
Inpatient	539	563	772	593
Outpatient	1336	1571	1967	1586

■ Inpatient   ■ Outpatient
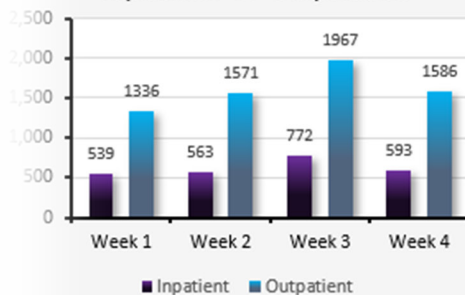
Item	Date	Pending	Purchase	On Hand	Balance
FN24-67	1-Jan	23		600	=I19-G19+H19
FN24-67	2-Jan	29			
FN24-67	3-Jan	15	200		
FN24-67	4-Jan	27			

Get the knowledge you need to conquer your Excel tasks quickly. Learn to use key Excel features and develop the problem-solving skills needed to quickly perform your workplace tasks.

www.emagenit.com >

How our class can help you.

Our 1-day class shows you hands-on the Excel skills needed to perform a variety of tasks in today's workplace. Businesses and organizations more than ever expect a higher degree of Excel skills than just a few years ago and our class will deliver for you.
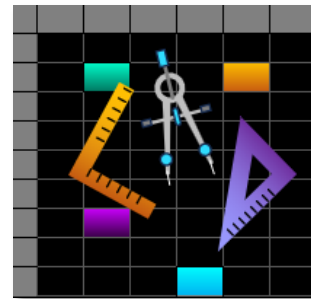
Class Examples >

We cover the Excel basics like entering data; worksheet formatting; copying and pasting; sorting and filtering data; and printing.

In addition, we cover need to know topics like problem layout on the worksheet; using basic formulas and functions; dragging and filling formulas; worksheet table construction; and basic chart design.
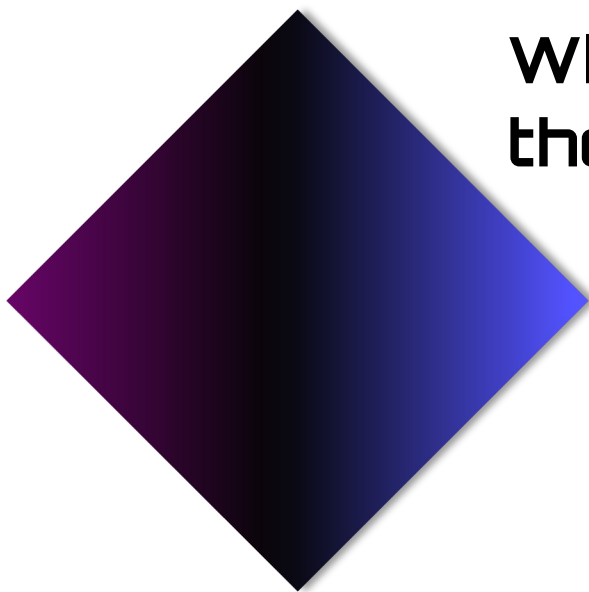
Who should attend the class?

Business, government, industry, military, engineering, science, techs... Class examples will be determined by those in attendance.

Minimum Excel skills needed for the class.

Select this Excel training if you or your group have:

- Performed basic computer operations like typing and using the mouse

- Never opened Microsoft Excel or have just seen it

- Limited experience with workbooks, worksheets, cells, or cell references

- Just typed data in a cell

- Never typed formulas, copied, sorted, or filtered data

How we run the class.

We focus our training on what our customers need. When training begins, we analyze those needs and shift our outline appropriately. We will stress or add topics that our customers want.

Class formats and signup.

In-Person, Virtually, and Onsite. Our live hands-on classes can be attended virtually or in-person. Please visit our public signup page for class times and pricing >. Contact EMAGENIT directly at 805.498.7162 for more information about our onsites.

Key Excel topics covered in class.

- How to control Excel's Ribbon, program dialog boxes, shortcut menus, and help

- How to manage workbooks and worksheet in Excel (open, save, name, move…)

- Typing, filling, and setting the number format of worksheet data

- How to layout your problem on the worksheet

- How to create formulas using various types of cell and range references

- How to format worksheets; merge cells; insert / delete columns and rows; and make useful forms

- Creating and using shapes and pictures to enhance a worksheet's content

- How to create worksheet tables that will store your data

- Using essential worksheet functions to quickly calculate data

- Copying and pasting worksheet data, charts, shapes, formulas...

- Using Excel's filter, sort, and totaling tools to report data

- Creating basic chart reports in Excel

- Printing worksheet data and charts

Detailed class syllabus.

How to Use the Ribbon, Workbooks, Worksheets, and Cells

- How to use the Ribbon, shortcut menus and dialog boxes to control Excel

- What is a workbook, worksheet, and cell and how are they used?

- How to create, open, close, save… workbooks

- Navigating between open workbooks and arranging their windows for easy use

- How to add, copy, move, rename… worksheets

- How to select a cell, range, row, and column with the mouse

Typing and Filling Data on the Worksheet

- What is a number format and how does Excel store data in a worksheet cell?

- Typing numeric, date, and text values in a worksheet cell

- How to quickly change the number formats for cells, rows, and columns

- Using the Flash Fill feature to automatically fill in values in a worksheet table

- Dragging and filling data down a worksheet in different patterns using AutoFill

Building Your Problems and Formulas on the Worksheet

- What is a formula and how are they used to perform calculations on the worksheet?

- Laying out a problem on the worksheet so it can be calculated with formulas

- A review of absolute, mixed, and relative cell references and how to use them to build formulas

- How to use the mouse to accurately build formulas that multiply, subtract, add, and divide

- How to rapidly fill a formula down or across worksheet data

- How to use cell references to link to data on another sheet

How to Format Worksheets, Use Shapes, and Make Forms

- Resizing, inserting, merging... worksheet rows, columns, and cells

- Changing the font, alignment, color, and borders of a worksheet cell

- Creating and managing comments / notes to flag cell information

- Creating, formatting, moving... drawing shapes and pictures

- Using all these features to quickly create a form on a worksheet

Copying and Pasting Worksheet Data, Charts, Shapes...

- How to copy and paste cell or range data

- Quickly copying and pasting an entire worksheet's data to another worksheet

- Copying and pasting filtered worksheet data to another worksheet to create a report

- Copying and pasting charts, pictures, drawing shapes...

- Using Paste Special to paste specific parts of your copied information

- Copying and pasting cells with formulas

Using Functions and Tables to Calculate Worksheet Data

- How to design a worksheet table and create an Excel table to store data

- What is a function, how are they used and run, and what is an argument list?

- The basics of typing a worksheet function in a formula and running it

- How to use range, cell, and Excel table references in your functions

- Using the SUM, MAX, COUNTIF, VLOOKUP... functions to calculate and lookup data

- Dragging and filling formulas with functions down or across a worksheet

Using Excel's Filter, Sort, and Totaling Tools to Report Data

- How to sort worksheet data using values, colors...

- How to use AutoFilter to rapidly filter worksheet data for POs, Due Dates, SKUs...

- How to use Excel tables to calculate data and Slicers to rapidly filter report data

- Using Remove Duplicates to remove duplicated values from worksheet data

- Using the Subtotal feature to quickly sum groups of worksheet data

Creating Basic Charts in Excel

- What is a chart and where are they created in Excel?

- Organizing your data on a worksheet so it can be used in a chart

- How to create a column, doughnut, line... chart on a worksheet or chart sheet

- Performing basic formatting and editing tasks on a chart

Printing Worksheets and Charts in Excel

- Checking the spelling on your worksheets and charts

- Setting your printing options in Excel

- Printing worksheets and charts