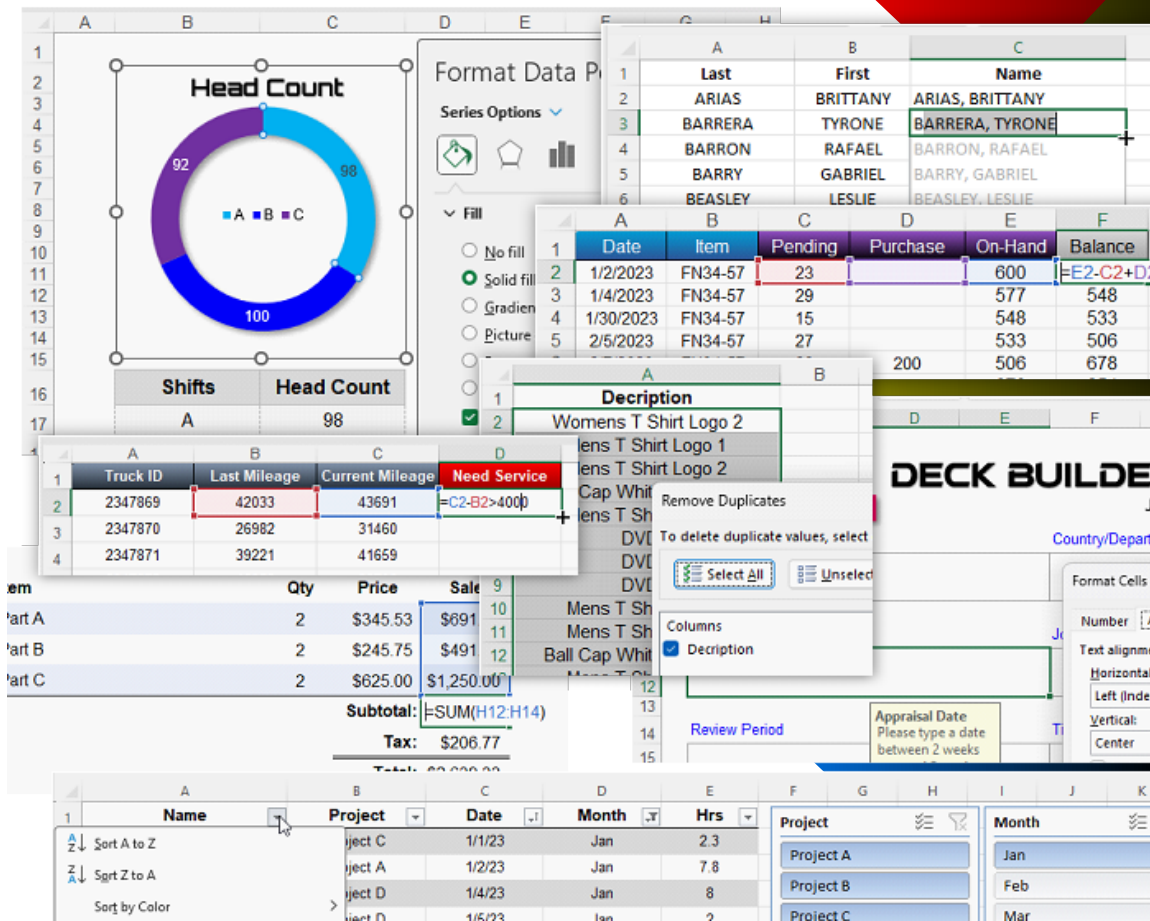# Beginning Excel
for Business and Industry

Get the knowledge you need to conquer your Excel workplace tasks quickly. Learn the essential Excel topics and problem-solving skills that are vital for your everyday workplace activities.

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.

What you'll master in our class.

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

Our class also covers need to know topics like problem layout, formula / function construction, dragging and filling formulas, and basic chart design.

Join us and our class will show you the skill sets you need to get up and running in Excel fast.

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, dialog boxes, shortcut menus, and help

- Controlling and selecting workbooks, worksheets, and cells

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

- How to format worksheets, merge cells, and make useful forms

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

- Design rules for worksheet tables that store data

- How to layout a problem on the worksheet and build formulas to calculate it

- Using worksheet functions to quickly calculate data

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

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

- Creating basic chart reports in Excel

- Printing worksheet data and charts

Detailed class syllabus.

How to Control Excel's Ribbon, Dialog Boxes, Shortcut Menus, and Help

- What is the Ribbon, a dialog box, and shortcut menu?

- The 4 mouse movements that control Excel's interface

- How to use the Ribbon, its tab system, and categories to control Excel functionality

- How to launch and use shortcut menus and dialog boxes to control Excel functionality

- How to use Excel help effectively

How to Control and Select Workbooks, Worksheets, and Cells

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

- How to create, open, close, name, and save workbooks

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

- How to add, copy, move, rename, delete, and view worksheets

- Hiding and unhiding worksheets and workbooks

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

Typing, Filling, and Setting the Number Format of Worksheet Data

- 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

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

- 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

How to Format Worksheets, Merge Cells, and Make Useful Forms

- Resizing, inserting, deleting, hiding, and unhiding worksheet rows and columns

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

- Merging worksheet cells on a worksheet

- Creating and managing comments to flag cell information

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

Using Drawing Shapes and Pictures to Enhance a Worksheet's Content

- How to use shapes and pictures to enhance company brand, visualize products, ideas...

- Inserting drawing shapes and pictures on the worksheet

- Formatting, resizing, moving, and deleting drawing shapes and pictures

- How to crop a picture on a worksheet

Designing Worksheet Tables to Store Data

- How Microsoft Excel can be used to store vast quantities of company data

- What is a worksheet table and how does it relate to storing and processing data in Excel?

- Worksheet table construction guidelines

Laying Out a Worksheet Problem and Building Formulas for It

- 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 edit and correct a worksheet formula

Using Basic Functions to Quickly Calculate Worksheet 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

- What is a range reference and how to use one in a worksheet function?

- Using the SUM, MAX, MIN, AVERAGE, COUNTA, and VLOOKUP functions to calculate 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, IDs, Due Dates, SKUs...

- 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 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