Excel

Intro to Microsoft

Intro to Microsoft Excel

Microsoft Excel can be used for a variety of functions in the workplace, yet many people are unfamiliar with the basics of the program. During this course, you will watch a live demonstration of introductory Excel functions and tools to create spreadsheets that can increase your efficiency. You will then have lab time to practice these functions and tools while the instructor is there to provide guidance and answer questions.

The learning objectives for our course are:
- Discover how to create eye-catching and functional tables and spreadsheets;
- Learn the most common Excel formulas, including how to build basic formulas manually;
- Implement various tips and tricks - including autofill, filters, and freezing panes - to be more efficient with your spreadsheet.

Microsoft Excel Overview

- What is Excel typically used for?

- Common Excel verbiage:

    - Workbook _____

    - Worksheet _____

    - Cell _____

    - Formula _____
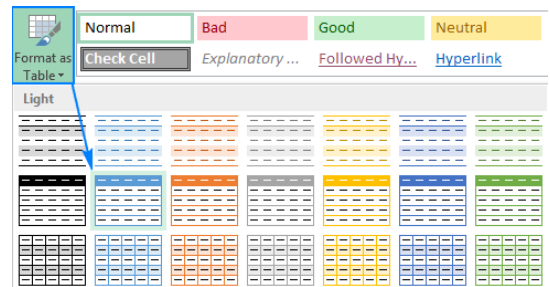
    - Formula Bar _____

Ribbon and Quick Access:

How to customize the ribbon

_____

_____

How to customize Quick Access

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_____

Additional Notes:

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Microsoft Excel Tables

Tricks for inputting data:

- Autofill -

- Formatting cells -

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_____

Tools for formatting your table:

- Wrap text -

- Merge & center -

- Adjusting rows & columns -

_____

_____

Tools for designing your table:

- Borders -

- Format as Table -

_____

_____

Adding a graph or chart to your spreadsheet based on your data:

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_____

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Microsoft Excel Lab and Q & A
Create a Table

Exercises:

- Download the Excel Lab Exercise spreadsheet and open it on your computer.
  - This can be found in the email you received and/or the instructor will put a copy in the Zoom chat.

- Familiarize yourself with the Quick Access toolbar and add any commands you use frequently.

- Adjust the columns of the Excel Lab Exercise spreadsheet to fit the data.

- Bold the column headers, the Grand Total row and the Investment row.

- Merge and center 'Grand Total' in A7 & B7; Merge and center 'Investment' in A8 & B8.

- Give the table borders to make it look however you prefer.

- Create a bar chart from your data and give it a title.

Microsoft Excel Formulas

	A	B	C	D
1		Jan	Feb	
2	**Entertainment**			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

How to create a formula manually:

_____

_____

Sum formula: *SUM(cell:cell)*

_____

_____

Average formula: *AVERAGE(cell:cell)*

_____

_____

Count, Max & Min formulas: *COUNT(cell:cell); MAX(cell:cell); MIN(cell:cell)*

_____

_____

_____

Absolute formula:

_____

_____

Relative formula:

_____

_____

Microsoft Excel Sorting and Views

Sorting:

_____

_____

Filters:

_____

_____

_____

Freezing and Unfreezing Panes:

_____

_____

Adding Headers and Footers:

_____

_____

_____
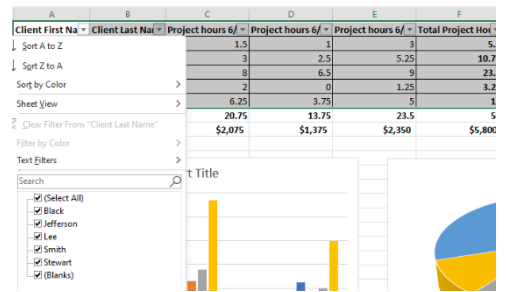
Microsoft Excel Lab and Q & A
Formulas, Filters and Views

Exercises (Continue in the Excel Lab Exercise Workbook):

- Use the Sum formula to create totals in column F and row 7.

- Use an absolute reference to create the investment amounts in row 8.

- Format row 8 as currency with 2 decimals.

- Turn on the filter for your table and practice filtering several different ways.

- Add a footer to the worksheet with the page number in the bottom right corner.

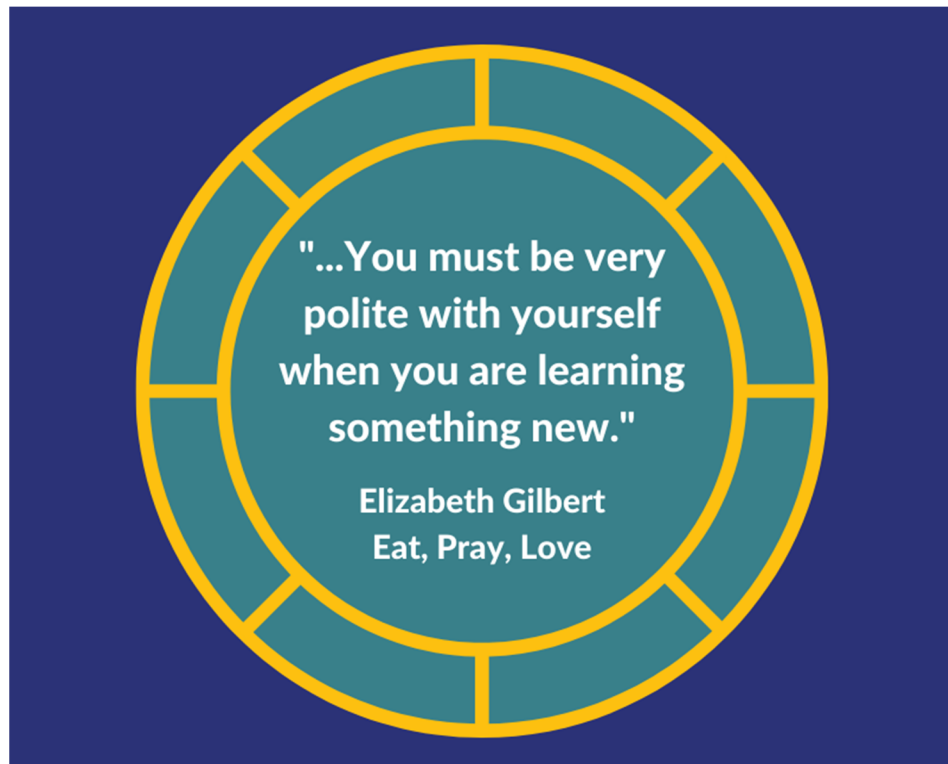- Freeze Panes so that the first row and first column stay put when scrolling.

3 - 5 Takeaways:

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-
-
-
-

1 - 2 Action Steps:

-
-

Corporate Membership

Compensation

Compliance

Background Screening

Recruiting & Talent Acquisition

HR Consulting

Training

Leadership Development

AAIM