

**Microsoft Excel: More Than the Basics**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT
(virtual or classroom)

**Description:**

In this course, students will learn how to navigate an Excel spreadsheet, enter and edit data, create basic Excel formulas, use dollar signs in equations and format a spreadsheet to look professional, and print using the desired options. Even students who have used Excel for years will benefit from the tips and time saving tricks we cover.

**Core Competencies & Benefits:**

* Understanding the user interface
* Customizing the user interface
* Navigating a spreadsheet quickly
* Entering and editing text
* Backspace vs. delete
* Deleting data
* Modifying alignment
* Moving and copying data
* Undo and Redo
* Using the Autofill handle
* Creating formulas
* Adding, subtracting, multiplying and dividing
* Using cell references and range references
* Creating Basic Functions
* SUM
* MAX
* MIN
* AVERAGE
* COUNT
* COUNTA
* Using AutoFill to copy formulas or extend a series
* The Order of Operations
* Finding and replacing information on the spreadsheet
* Understanding relative and absolute references
* Displaying formulas on a worksheet
* Formatting a spreadsheet
* Changing fonts
* Formatting numbers as currency
* Centering text across columns
* Adding headers and footers
* Changing the orientation of the page
* Applying borders
* Printing a spreadsheet