

Microsoft Excel for the Workplace Level 1 – Beginner

Course Outline

Introduction to Excel

Course Introduction

What is Microsoft Excel?

Course Overview and Learning Objectives

Topic 1 – The Excel Interface

Lesson 1.1 – The Backstage View

Backstage view interface

Menu options

Lesson 1.2 – The Ribbon

Ribbon interface

Tabs

Groups

Commands

Lesson 1.3 – The Worksheet Interface

Name Box

Insert Function

Formula Bar

Row/Column Headings

Scroll Bars

Worksheet Tabs

Status Bar

Workbook Views

Zoom Slider

Topic 2 – Creating and modifying worksheets and workbooks

Lesson 2.1 – Creating worksheets and workbooks

Creating new workbooks

Template designs

Downloading templates

Creating new worksheets

Lesson 2.2 – Modifying worksheets

Renaming a worksheet

Worksheet tab colors

Hide and unhide worksheets

Deleting worksheets

Lesson 2.3 – Moving worksheets

Move and copy sheet within workbook

Copy sheet to new blank workbook

Move and copy sheet outside workbook

Lesson 2.4 – Saving and opening workbooks

Save locations

Opening workbooks

AutoSave

Workbook Search bar

Lesson 2.5 – Undo, redo, repeat, and version history

Undo/Redo

Undo/Redo multiple actions

Repeat

Version history

Topic 3 – Rows, columns, and cells

Lesson 3.1 – Understanding rows, columns, and cells

Row numbers and column letters

Records and fields

Total number of rows and columns

Cell reference

Lesson 3.2 – Inserting rows, columns, and cells

Inserting a row and column

Inserting cells

Inserting multiple rows and columns

Lesson 3.3 – Adjusting rows, column, and cells

Adjusting row height and column width

Moving rows and columns

Autofit rows and columns

Moving cells

Lesson 3.4 – Deleting rows, columns, and cells

Delete a row or column

Deleting cells

Deleting multiple rows and columns

Deleting cell vs. cell contents

Lesson 3.5 – Merging and unmerging cells

Merge and Unmerge cells Merge across
Merging cells from multiple rows and columns

Lesson 3.6 – Hiding and unhiding rows and columns

Hide a row and column Hide and unhide multiple rows and columns
Unhide a row and column Formulas and hidden data

Topic 4 – Formatting and styling data

Lesson 4.1 – Cell formatting

Font Indentation
Cell borders Orientation
Alignment Clearing formatting
Text wrap

Lesson 4.2 – Number formats

Number formats Custom number formats
Types of number formats Adjusting number formats

Lesson 4.3 – Cell styles

Cell styles Applying appropriate cell styles
Cell styles gallery Custom cell styles

Lesson 4.4 – Conditional formatting

Conditional formatting Data bars, Color scales, Icon sets
Highlight cells rules Custom formats
Top/Bottom rules Removing rules

Lesson 4.5 – Themes

Themes Adjusting theme colors, fonts, and effects
Applying themes

Topic 5 – Copying and pasting data

Lesson 5.1 – Copying, cutting, and pasting data

Copy and paste methods Cut and paste methods
Copying using multi-select Copy and cut multiple cells

Lesson 5.2 – Paste options

Paste options	Transpose
Pasting values, formatting, column widths etc.	Format painter

Lesson 5.3 – The Clipboard

Clipboard	Clearing clipboard data
Copying and pasting clipboard data	Moving and resizing the clipboard
Copying and pasting external data	

Topic 6 – Finding and replacing data

Lesson 6.1 – Finding data

Find and replace dialog box	Search range
Find Next	Find options
Find All	

Lesson 6.2 – Replacing data

Replacing data	Replace all
Replace	Replace options

Topic 7 – Basics of formulas and functions

Lesson 7.1 – Formula basics

Operators	Equal sign
Addition, Subtraction, Multiplication, Division, Exponents, and Percentages	

Lesson 7.2 – Cell referencing

Cell references	Automatic calculation
Cell reference colors	

Lesson 7.3 – Function basics

Formulas and functions	SUM, AVERAGE, MAX, MIN
Function library	AUTOSUM
Function auto-complete	Insert Function

Topic 8 – Autofill

Lesson 8.1 – Filling values, dates, and patterns

Autofill	Filling a number, day, month, and date series
Fill handle	Custom series

Lesson 8.2 – Adjusting Autofill

Copying cells vs. filling a series	Filling days, months, or years
Filling with or without formatting	Adjusting custom series
Filling days or weekdays	

Lesson 8.3 – Filling formulas

Autofill formulas	Relative referencing
Filling rows and columns	

Topic 9 – Working with data and tables

Lesson 9.1 – Sorting data

Sorting text, numbers, and dates	Filter arrows
Sorting one column vs. multiple columns	

Lesson 9.2 – Filtering data

Filter menu	Filtering multiple columns
Text, number, and date filters	Clearing filters
Search filter	

Lesson 9.3 – Table basics

Table vs. data range	Total row
Creating tables	Table filtering
Table styles and options	Convert table to data range

Lesson 9.4 – Adjusting tables

Adding table rows and columns	Selecting table rows and columns
Removing table rows and columns	Moving table rows and columns

Topic 10 – Charts and images

Lesson 10.1 – Creating basic charts

Creating charts from data	Charts list
Recommended charts	

Lesson 10.2 – Adjusting chart data

Adjusting chart data	Data source window
Data source highlights	Table and chart connection

Lesson 10.3 – Modifying and formatting charts

Changing chart type	Chart filters
Chart elements	Switching row and column
Chart styles	Moving charts

Lesson 10.4 – Inserting images and objects

Inserting pictures	Inserting shapes
Inserting images from device, stock images, and online	Adjusting shape text and colors

Topic 11 – Viewing data

Lesson 11.1 – Zooming

Zoom slider	Zoom shortcut
Zoom dialog box	Zoom to selection

Lesson 11.2 – Workbook views

Workbook views	Page Layout view
Normal view	Page Break Preview

Lesson 11.3 – Navigation

Worksheet navigation	Renaming objects
Navigation pane	'Go To' dialog box
Searching navigation pane	Switching workbooks

Lesson 11.4 – Freezing panes

Freeze panes	Freeze multiple rows and columns
Freeze top row and first column	Split screen

Topic 12 – Page setup and printing

Lesson 12.1 – Page setup

Margins	Print area
Orientation	Page breaks
Page size	

Lesson 12.2 – Print settings

Printer properties	Printing one sided vs. two sided
Printing active sheet, workbook, or selection	Collated vs. uncollated printing
Print range	Orientation, size, and margins
	Scaling

Topic 13 – Sharing workbooks

Lesson 13.1 – Exporting workbooks

Export workbook	Change file type
Create PDF document	

Lesson 13.2 – Collaborating on workbooks

Granting direct access to workbook	Creating shareable links
View and edit access	Link settings
Manage access	

Lesson 13.3 – Commenting on workbooks

Post comment	Comments pane
Reply to comment	Comments vs. notes
Resolve comment thread	

Topic 14 – Getting help

Lesson 14.1 – The Search bar

Finding data in worksheet	Function search
Finding media	Command search
Finding online resources	Help search

Lesson 14.2 – The Help pane

Searching for help	Feedback
Function help library	What's New
Contacting support	Excel community

Lesson 14.3 – Copilot

Prepare workbook for Copilot
Asking Copilot for help

Summarizing data with Copilot
Writing basic formulas with Copilot

Conclusion

Closing remarks

End of course checklist

