

Excel Review and Quick Reference

6-hour course

This course is for self-taught Excel users and anyone who wants a quick review of the basics of Microsoft Excel. Upon completion of this course, students will be able to:

Navigate and format worksheets

- Use over 60 keyboard shortcuts to navigate and/or manipulate an Excel workbook
- Change the font, alignment, and number format of data using the standard formatting icons
- Insert rows and columns
- Delete rows and columns
- Freeze data rows at the top of the screen
- Freeze data column at the left edge of the screen

Manipulate Excel data

- Use the AutoFill feature to quickly fill in lists of values, month names, names of the days of the week, date values, and number patterns
- Filter data to display a data subset
- Sort data by one or more columns

Prepare data for printing

- Select a specific area for printing
- Fit a printout on one horizontal and/or vertical page
- Add a page header and/or footer
- Print column headers at the top of each page

Design an Excel PivotTable

- Define what a PivotTable is and describe its use
- List the data rules that must be followed before a PivotTable can be created
- Create a PivotTable

Create advanced formulas

- List the four range operators and describe how they can be used in an Excel formula
- Use the five mathematical operators in a numeric formula
- List the five logical operators and describe how they can be used in a comparison formula
- Save time and prevent calculation errors by properly using the proper absolute, mixed, and relative reference operators in a formula
- Increase / decrease the size of the Excel formula bar
- Employ techniques for creating complex mega formulas

Use the following functions:

Summary

- Sum
- Average
- Count
- Min
- Max
- Small
- Large
- Median
- Mode
- SumIf
- CountIf
- SumIfs
- CountIfs

Lookup

- VLookup
- HLookup
- Index
- Match

Logical

- If
- And
- Or
- Not
- IfError