Basic Excel

Description: This course is designed to provide participants with an understanding of the basic features of Microsoft Excel. Participants will learn how to navigate the Excel interface, create and format worksheets, and use formulas and functions to perform calculations.

Course Duration: 8 Hours

Module 1: Introduction to Excel

- Overview of Excel interface and tools
- Creating and saving a workbook
- Basic navigation of worksheets

Module 2: Creating and Formatting Worksheets

- Working with cells and ranges
- Formatting cells and data
- Using themes and styles

Module 3: Basic Formulas and Functions

- Understanding cell references
- Creating basic formulas
- Using common functions such as SUM, AVERAGE, MIN, MAX

Module 4: Sorting and Filtering Data

- Sorting data in ascending or descending order
- Filtering data based on specific criteria
- Applying multiple filters to data

Module 5: Working with Charts and Graphs

- Creating charts and graphs
- Formatting charts and graphs
- Using different types of charts for different types of data

Module 6: Printing and Sharing Workbooks

- Printing worksheets and workbooks
- Sharing workbooks with others
- Protecting worksheets and workbooks