

MS Excel course

Course content

1. Understand the Backstage.

Includes: Understand the Backstage, Open a new document, Open an existing document, Use an Excel template, Open recently opened spreadsheets, Save a document, Print a document, Share a document, Export a document, Publish a document and many more.

2. Understand the Home Tab.

Includes: Understand the Home Tab, Use the Quick Access Toolbar, Set the Display of the Ribbon, Use the Formula Bar, Enter Data into Cells, Cut data from a cell, Copy data from a cell, Paste data into a cell, Change the font size of a cell and many more.

3. Understand the Insert Tab.

Includes: Understand the Insert Tab, Insert a Table, Insert a Picture, Insert an online Picture, Insert shapes, Use a SmartArt, Take a screenshot, Use an Office App, Use a Recommended Chart, Insert a Column Chart, Insert a Bar Chart and many more.

4. Understand the Page Layout Tab.

Includes: Understand the Page Layout Tab, Change the theme of your document, Search for a new theme, Save a current theme, Change the color theme, Change the font theme, Change the effect theme, Change the page margin, Set a custom margin and many more.

5. Understand the Formulas Tab.

Includes: Understand the Formulas Tab, Use the Insert Function, Insert a formula, Use the AutoSum feature, Use the SUM function, Use the AVERAGE function, Use the IF function, Apply a name reference to your data, Create a name reference from selection and many more.

6. Understand the Data Tab.

Includes: Understand the Data Tab, Import data from Access, Import data from the Web, Import data from Text, Import data from XML, Add a workbook connection, Remove workbook connection, Refresh the workbook connection, Set Properties of an existing connection and many more.

7. Understand the Reviews Tab.

Includes: Understand the Review Tab, Check the spelling in a document, Research a word, Use a synonym of a word, Translate text, Add a comment, Delete a comment,

Show/Hide a comment, Show All Comments, Track changes in a spreadsheet and many more.

8. Understand the View Tab.

Includes: Understand the View Tab, Set the Workbook View, Create a Custom View, Display the Ruler, Display the Formula Bar, Display Gridlines, Display Headings, Use the Zoom feature, View a new window in the current workbook and many more.

9. Understand the Developer Tab.

Includes: Understand the Developer Tab, Create a macro, Edit a macro, Delete a macro, Insert a form control, Assign a form control to a macro, Edit the text of a macro form control, View a Macro, Run a Macro and many more.

10. Understand Excel options.

Includes: Understand Excel Options, Display the Mini Toolbar on selection, Show Quick Analysis options on selection, Display a Live Preview on selection, Set a ScreenTip style option, Set the font style default, Set the Font size default and many more.