



105-P25-CE



In-Class



16 hours

## Course Description:

This course is designed to provide participants with fundamental skills and knowledge of using Excel effectively for data management, analysis, and reporting. This course is suitable for beginners and those with limited experience in using Excel.

## Target Audience:

This course is intended for participants who have little or no familiarity with Microsoft Excel or more experienced Excel users who want to learn the topics covered in this course in the interface.

## Course Objectives:

- Create a Microsoft Excel Workbook.
- Identify key elements of the ribbon.
- Explain the functions of the Backstage View for managing workbooks.
- Customize the Quick Access Toolbar by adding and arranging commands.
- Enter Data efficiently in Microsoft Excel Worksheets.
- Format worksheets to enhance their visual structure.
- Use formulas and functions to perform calculations.
- Modify rows and columns to worksheet content.
- Use tools like Find, Replace, and Comments to edit worksheet content.
- Demonstrate worksheets for printing by setting layout and print options.

## Course Outline:

### Module 1: Creating a Microsoft Excel Workbook

- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook

### Module 2: The Ribbon

- Tabs
- Groups
- Commands

### Module 3: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Workbook
- New Workbooks and Excel Templates
- Printing Worksheets
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

### Module 4: The Quick Access Toolbar

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement

### Module 5: Entering Data in Microsoft Excel Worksheets

- Entering Text.
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle

### Module 6: Formatting Microsoft Excel Worksheets

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Adding a Watermark
- The Font Group
- The Alignment Group
- The Number Group



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## Module 7: Using Formulas in Microsoft Excel

- Math Operators and the Order of Operations
- Entering Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
- Relative, Absolute, and Mixed Cell References

## Module 8: Working with Rows and Columns

- Inserting Rows and Columns
- Deleting Rows and Columns
- Transposing Rows and Columns
- Setting Row Height and Column Width
- Hiding and Unhiding Rows and Columns
- Freezing Panes

## Module 9: Editing Worksheets

- Find
- Find and Replace
- Using the Clipboard
- Managing Comments

## Module 10: Finalizing Microsoft Excel Worksheets

- Setting Margins
- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers

## Assessment and Attendance Strategy:

- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

## Upon Successful Completion of this Course, participants will obtain:

1.3 CEUs

## Course Language:

- Material: English
- Instruction and Explanation: Bilingual (EN <>AR)

## Prerequisites:

Good knowledge of Windows

## This program entitles you to attend:

Microsoft Excel® – Level II