

# MICROSOFT EXCEL FOUNDATIONS – PART 1

## 1 DAY

### COURSE SUMMARY

Excel can help you organize, calculate, analyze, update, and present your data in ways that will help. It will also make these tasks much easier for you to accomplish, and in much less time. This course is the first step in our foundation series to get you up and running in Excel.

### COURSE CONTENT

#### GETTING STARTED WITH EXCEL

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- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

#### PERFORMING CALCULATIONS

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- Create Formulas
- Understanding Basic Functions
- Absolute vs. Relative references

#### MODIFYING AND FORMATTING WORKSHEETS

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- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates
- Adding Borders and Colors to Worksheets

#### MANAGING AND PRINTING WORKBOOKS

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- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties
- Preview and Print a Workbook



- Set up the Page Layout
- Configure Headers and Footers