

EXCEL

EXCEL FOR ABSOLUTE BEGINNERS STUDY PROGRAM

Chapter 1: Introduction to Excel

1. What is Excel? Overview and uses
2. Understanding the Excel interface (Ribbon, Cells, Worksheets)
3. Navigating an Excel Workbook
4. Saving and Opening Workbooks
5. Basic Data Entry (Typing text and numbers)

Chapter 2: Formatting Basics

1. Adjusting Column Width and Row Height
2. Changing Fonts, Colors, and Cell Styles
3. Cell Alignment and Text Wrapping
4. Borders and Cell Background Colors
5. Number Formatting (Currency, Percentage, Date, etc.)

Chapter 3: Basic Data Manipulation

1. Copying, Cutting, and Pasting Data

2. Using AutoFill and Flash Fill
3. Inserting and Deleting Rows/Columns
4. Sorting Data (Alphabetical, Numerical)
5. Filtering Data

Chapter 4: Basic Formulas and Functions

1. Understanding Formulas in Excel
2. Basic Arithmetic Operations (+, -, *, /)
3. Using SUM, AVERAGE, MIN, MAX
4. Introduction to Cell References (Relative vs. Absolute)
5. AutoSum and Quick Calculations

Chapter 5: Working with Tables and Data Management

1. Creating and Formatting Tables
2. Sorting and Filtering Data in Tables
3. Removing Duplicates

4. Basic Data Validation (Dropdown Lists)
5. Freezing Panes for Easier Navigation

Chapter 6: Introduction to Charts and Graphs

1. Types of Charts in Excel
2. Creating a Simple Chart
3. Customizing Chart Design and Layout
4. Adding Titles, Labels, and Legends
5. Printing and Exporting Charts

Chapter 7: Intermediate Functions

1. IF Function (Basic Logical Tests)
2. COUNTIF and SUMIF Functions
3. CONCATENATE / TEXTJOIN for Merging Data
4. LEFT, RIGHT, MID for Text Extraction
5. Understanding Basic Error Messages

Chapter 8: Working with Multiple Sheets

1. Adding, Renaming, and Deleting Sheets
2. Linking Data Between Sheets
3. Grouping and Organizing Sheets
4. Basic Protection and Locking of Sheets
5. Creating a Summary Sheet

Chapter 9: Introduction to Pivot Tables

1. What is a Pivot Table?
2. Creating a Basic Pivot Table
3. Customizing Pivot Table Fields
4. Sorting and Filtering Data in Pivot Tables
5. Introduction to Pivot Charts

Chapter 10: Printing and Sharing Excel Files

1. Setting Up Page Layout and Print Areas
2. Using Print Preview
3. Adjusting Margins and Page Orientation
4. Exporting as PDF
5. Sharing and collaborating on Excel Files

LEARN PC SKILLS

Knowledge is the best investment you can make in yourself because it's something no one can take away, and it goes with you wherever life leads. Skills like Excel, Word, PowerPoint, and Publisher are not just tools; they are career enhancers that open doors to better opportunities. In today's competitive job market, proficiency in these programs boosts your resume and demonstrates your ability to work efficiently and professionally.

Our courses are led by PC experts with years of experience in practical, business-oriented solutions. They focus on real-world applications, ensuring you gain the skills needed to tackle challenges and deliver results in professional settings. Invest in knowledge today—it's the foundation for a brighter future.

HOW IT WORKS

Our 1-on-1 personalized PC classes are designed to fit your schedule and learning style. During each session, we walk you through step-by-step lessons, offering practical examples on how to effectively use various Office 365 applications like Excel, Word, PowerPoint, Outlook and Publisher.

You have the flexibility to either come to our location or have us come to yours for maximum convenience.

COURSE: Excel for Absolute Beginners

DURATION: 8 hours

COST: \$320.00



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