

# FlexiCoach

Software Coaching and Consulting

## Microsoft Excel Essentials

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In the Excel Foundation Training Course the student will learn all the essentials in Excel, from Formatting, Cells, Data and Numbers to working with Rows and Columns. Gain ground level understanding of Formulas and Functions that will hold you in good stead, in creating more complex calculations in the future. This course is a must not only for newbies to Excel, but even for those who have been using this Amazing Application.

### Getting to Know Excel 2016

- Starting Excel From the Desktop
- Understanding the Excel Start Screen
- The Excel Workbook Screen
- How Excel 2016 Works
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Exiting Safely From Excel 2016

### Creating a New Workbook

- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving a New Workbook on Your Computer
- Checking the Spelling
- Making Basic Changes
- Safely Closing a Workbook

### Working With Workbooks

- Opening an Existing Workbook
- Navigating a Workbook
- Navigating Using the Keyboard
- Using Go To
- Recent Files and Folders

### Editing in a Workbook

- Understanding Data Editing

### Moving Data

- Understanding Moving in Excel
- Moving Cells and Ranges
- Moving by Dragging

### Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Summing Non-Contiguous Ranges
- Calculating an Average
- Finding a Maximum Value
- Finding a Minimum Value
- Creating More Complex Formulas
- What if Formulas

### Common Error Messages

### Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

### Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing and Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using the Format Painter

### Cell Alignment

### Worksheet Zooming

- Viewing the Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into a Worksheet
- Deleting Cells From a Worksheet
- Inserting Columns Into a Worksheet
- Inserting Rows Into a Worksheet
- Deleting Rows and Columns
- Working With Multiple Worksheets
- Worksheet Wisdom

### Sorting Data

- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column

### Filtering Data

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

### Printing

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
- Printing an Entire Workbook
- Specifying the Number of Copies
- The Print Options

### Creating Charts

- Understanding the Charting Process
- Choosing the Right Chart
- Using a Recommended Chart
- Creating a New Chart From Scratch
- Working With an Embedded Chart

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Overwriting Cell Contents

Editing Longer Cells

Editing Formulas

Clearing Cells

Deleting Data

Using Undo and Redo

## Selecting Ranges

Understanding Cells and Ranges

Selecting Contiguous Ranges

Selecting Non Contiguous Ranges

Selecting Larger Ranges

Selecting Rows

Selecting Columns

## Copying / Paste & Move Data

Understanding Cut Copy in Excel

Using Fill for Quick Copying

Paste & Paste Special

Moving Data

## Filling Data

Understanding Filling

Filling a Series

Filling a Growth Series

Extracting With Flash Fill

Understanding Cell Alignment

Horizontal Cell Alignment

Vertical Cell Alignment

Indenting Cells

## Number Formatting

Understanding Number Formatting

Applying General Formatting

Formatting for Money

Formatting Percentages

Formatting as Fractions

Formatting as Dates

Using the Thousands Separator

Increasing and Decreasing Decimals

## Row and Column Formatting

Approximating Column Widths

Setting Precise Columns Widths

Setting the Default Column Width

Approximating Row Height

Setting Precise Row Heights

## Working With a Worksheet

Understanding Worksheets

Changing the Worksheet View

Resizing a Chart

Repositioning a Chart

Printing an Embedded Chart

Creating a Chart Sheet

Changing the Chart Type

Changing the Chart Layout

Changing the Chart Style

Printing a Chart Sheet

Embedding a Chart Into a Worksheet

Deleting a Chart

## Getting Help

Understanding How Help Works

Using Tell Me

Accessing the Help Window

Navigating the Help Window

Using Google to Get Help

Printing a Help Topic

Other Sources of Assistance

## RELATED COURSES

Excel Intermediate | Excel Advanced | Excel Formulas & Functions | Excel Data Tools & Dashboard



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,  
Participant may choose to focus on certain  
skills, more than others.**

For further information on this or another  
Course, please contact us by email to  
[coach@flexicoach.com.au](mailto:coach@flexicoach.com.au)

Or submit a request via our website:

[www.flexicoach.com.au](http://www.flexicoach.com.au)