

MS Excel Course Outline

1. INTRODUCTION TO MS EXCEL

- 1.1 WHAT IS MS EXCEL?
- 1.2 WHAT CAN I DO WITH THIS?

2. MS EXCEL SPREADSHEET WORKAROUND

- 2.1 CELLS, ROWS, AND COLUMNS
- 2.2 WHAT IS A CELL?
- 2.3 WHAT ARE ROWS AND COLUMNS?
- 2.4 INSERTING ROWS AND COLUMNS.

3. NAVIGATION

- 3.1 MOVING BETWEEN CELLS.
- 3.2 SELECTING MULTIPLE CELLS.
- 3.3 SELECTING ENTIRE ROWS AND COLUMNS.
- 3.4 SELECTING MULTIPLE ROWS AND COLUMNS.

4. FORMATTING MS EXCEL

- 4.1 CELLS.
- 4.2 TABLES.
- 4.3 CHOOSING A TABLE STYLE TO CREATE A TABLE.
- 4.4 ADJUST THE TABLE STYLE.
- 4.5 CREATING OR DELETING A CUSTOM TABLE STYLE.
- 4.6 REMOVING A TABLE STYLE.
- 4.7 CONVERTING A TABLE TO A RANGE OF DATA.
- 4.8 FORMATTING TABLE ELEMENTS.
- 4.9 PIVOT TABLES.

5. CONDITIONAL FORMATTING

- 5.1 CONDITIONAL FORMATTING.
- 5.2 HIGHLIGHT CELLS RULES.
- 5.3 GREATER THAN.
- 5.4 LESS THAN.
- 5.5 BETWEEN.
- 5.6 EQUAL TO.
- 5.7 TEXT THAT CONTAINS.
- 5.8 A DATE OCCURRING.
- 5.9 DUPLICATE VALUES.
- 5.10 TOP/BOTTOM RULES.
- 5.11 TOP 10 ITEMS.
- 5.12 TOP 10%.
- 5.13 ABOVE AVERAGE.

- 5.14 DATA BARS.
- 5.15 COLOR SCALES.
- 5.16 NEW RULE.
- 5.17 CLEAR RULES.
- 5.18 MANAGE RULES.

6. SORTING AND FILTERS

- 6.1 ALPHABETICAL.
- 6.2 NUMERICALLY.
- 6.3 MULTI-LEVEL SORTING.
- 6.4 SORTING BY CELL COLOR.
- 6.5 SEPARATING TEXT WITHIN A CELL.
- 6.6 TEXT TO COLUMNS.
- 6.7 FILTERS.

7. FUNCTIONS AND FORMULAS

- 7.1 BASIC FUNCTIONS/FORMULAS.
- 7.2 SUMS.
- 7.3 SUBTOTALING.
- 7.4 ONE-LEVEL SUBTOTALS.
- 7.5 NESTED LEVEL SUBTOTALS.
- 7.6 REMOVING SUBTOTALS.
- 7.7 AVERAGE.
- 7.8 COUNT NUMBERS.
- 7.9 MAXIMUM AND MINIMUM.