

# Excel For Complete Beginners – 1 Day

## Excel Basics

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- Enter & format data
- Format cells
- Copy & move data
- Navigate & select data
- Navigate between worksheets
- Show/hide gridlines
- Insert rows/columns and cells
- Hide rows and columns
- Insert & delete worksheets
- Copy/move a worksheet to another workbook
- Group worksheets
- Freeze rows and/or columns
- Zoom in and out, zoom to selection
- CTRL shortcuts
- ALT shortcuts

## Formatting Basics

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- Data formats - date, time, percentage, currency, decimal places, thousand separators
- Change the number of decimal places displayed
- Adjust row and column widths - autofit, all columns same width, all rows same height
- Borders and fills
- Wrap text within a cell
- Merge cells
- Clear formats
- Use the format painter to copy formatting
- Apply and create cell styles
- Format as a table

## Formula Basics

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- Mathematical operators - add up, multiply, divide and subtract
- The golden rule
- Copy formula
- Sum rows and columns

## Selection Basics

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- Select columns and rows
- Select an entire database
- Select non-contiguous ranges



## Navigation Basics

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- Move to the top/end of a column
- Move to the beginning/end of a row
- Move to the top or bottom of a worksheet

## Working with Text

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- Change the case of text to upper, lower or proper case
- Split text across columns
- Remove duplicates
- Concatenate text (join text across columns)
- Use Flash Fill to manipulate text values

## Filling Data

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- Fill numeric data - increment or copy
- Fill alpha numeric data - increment or copy
- Fill dates - copy or increment, increment workdays, same day each month, same day each year
- Fill with custom lists including user generated custom lists

## Setting Up a Basic Database

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- Ranges vs Excel Tables
- How to create a field
- How to create a record
- Autocomplete
- Copy formula down automatically
- Add up with a dynamic range

## Printing Basics

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- Check your margins, orientation and page size
- Scale your print
- Use Page Break Preview to help with print problems
- Use Page Layout view to help with print problems
- Set a Print Area
- Headers and Footers
- Print titles (column headings) on each page
- Print settings and preview

