Microsoft Excel Training Module

mu dot my
MULTIMEDIA AND OPEN SOURCE ACADEMY
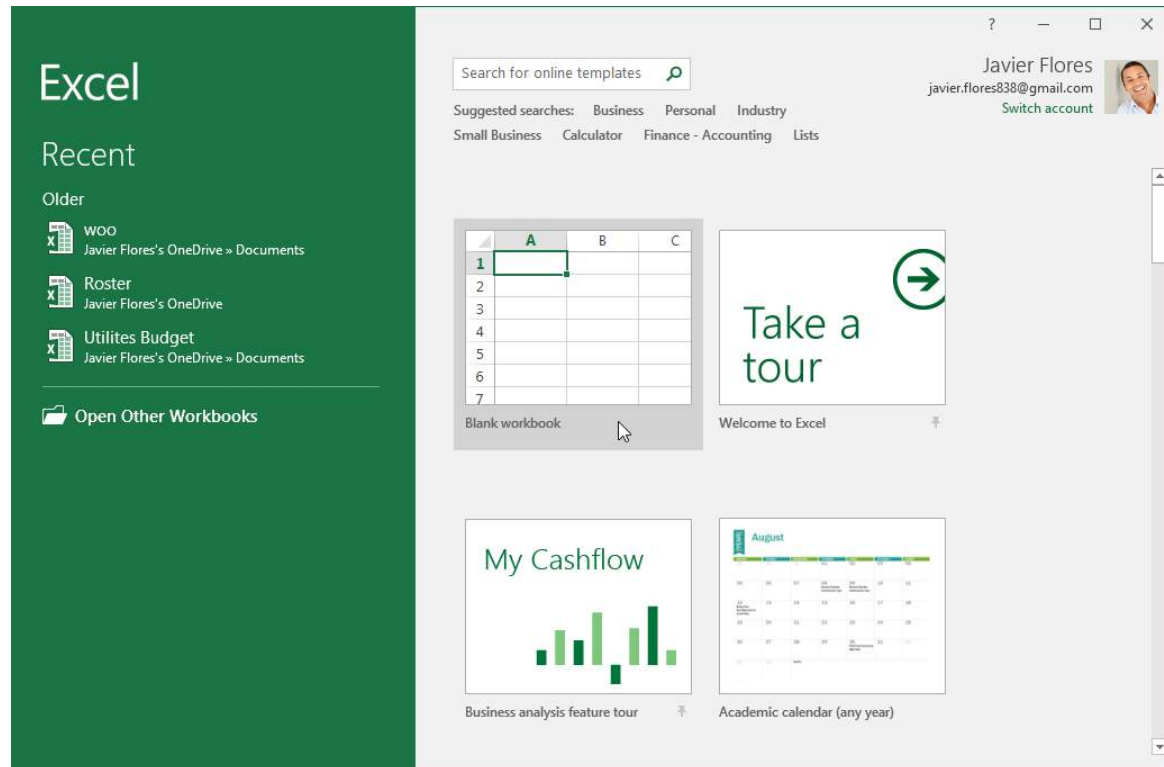
Lesson 1: Introduction

Interface

When you open Excel, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook**, choose a **template**, and access your **recently edited workbooks**.

- From the **Excel Start Screen**, locate and select **Blank workbook** to access the Excel interface.
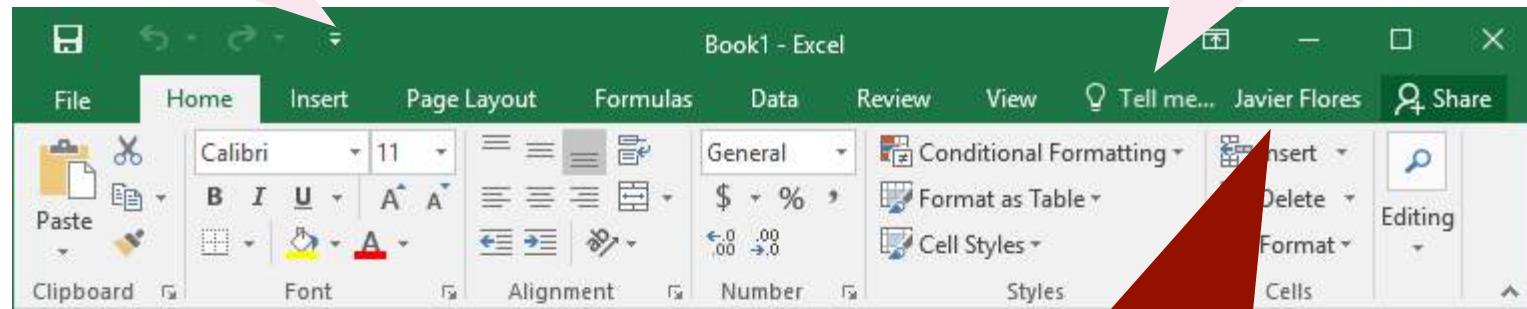
Quick Access Toolbar

The **Quick Access Toolbar** lets you access common commands no matter which tab is selected. You can customize the commands depending on your preference.

Tell me

The **Tell me** box works like a search bar to help you quickly find tools or commands you want to use.

The Ribbon

The **Ribbon** contains all of the commands you will need to perform common tasks in Excel. It has multiple tabs, each with several groups of commands.

Microsoft Account

From here, you can access your **Microsoft account** information, view your **profile**, and **switch accounts**.
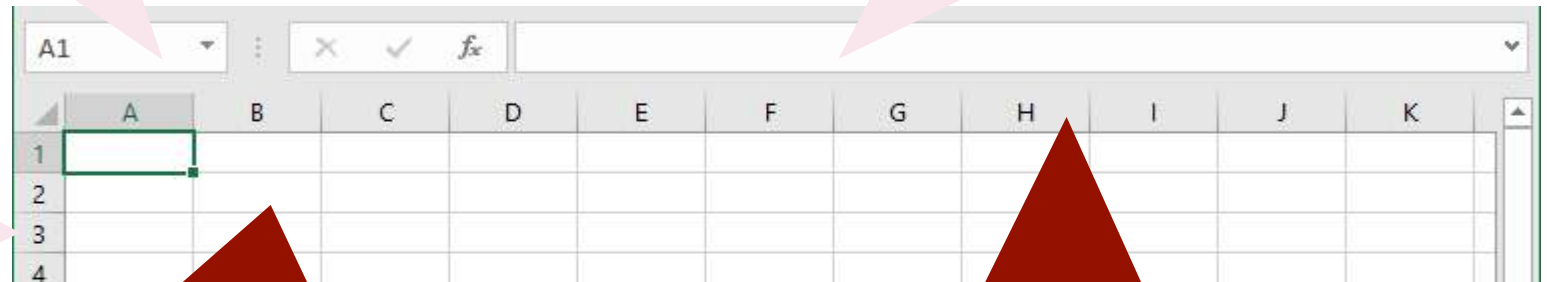
Name box

The Name box displays location, or name, of a selected cell.

Formula bar

In the **formula bar**, you can enter or edit **data**, a **formula**, or a **function** that will appear in a specific cell.

Row

A **row** is a group of cells that runs from the left of the page to the right. In Excel, rows are identified by **numbers**.

Cell

Each rectangle in a workbook is called a **cell**. A cell is the **intersection** of a row and a column. Simply click to **select** a cell.

Column

A **column** is a group of cells that runs from the top of the page to the bottom. In Excel, column are identified by **letters**.

Worksheets

Excel files are called **workbooks**. Each workbook holds one or more **worksheets**. Click the tabs to switch between them, or right-click for more options.
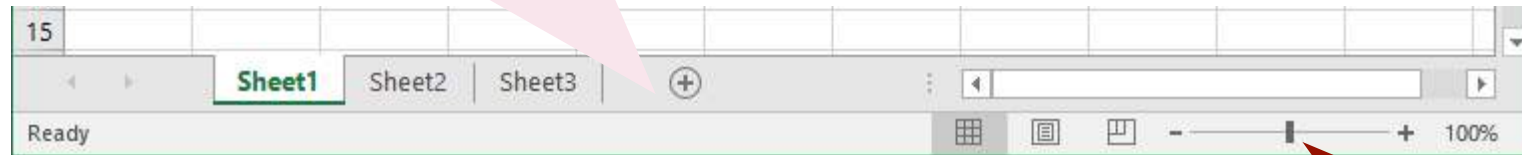
Worksheet View Options

There are three ways to view a worksheet. Simply click a command to select the desired view.

Zoom Control

Click and drag the **slider** to use the **zoom control**. The number to the right of the slider reflects the **zoom percentage**.

15

Sheet1 Sheet2 Sheet3

Ready

100%

Students only

Students only

Lesson 2: Data Entry

Students only

Students only

Students only

Students only

Students only

Students only

Students only

7 | Mass Airlines | Miranda Lawson | 5316 Colonial Pkwy Esterhazy, NM 88431 | 575-555-9255 | mlaws

Students only

To wrap text in cells:

Students only

3. The text in the selected cells will be **wrapped**.

Students only

To merge cells using the Merge & Center command:

Students only

Students only

To add a fill color:

Students only

3. The **selected fill color** will appear in the selected cells. We've also changed the **font**

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 3: Formatting

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only
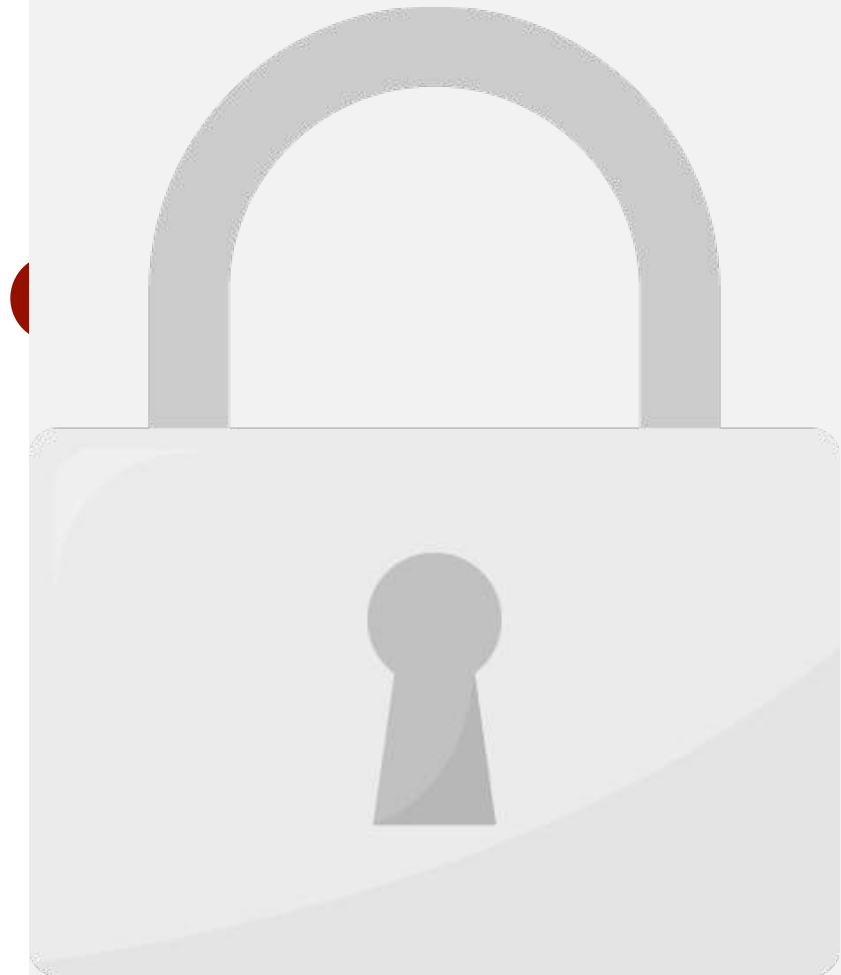
Students only

Students only

Students only
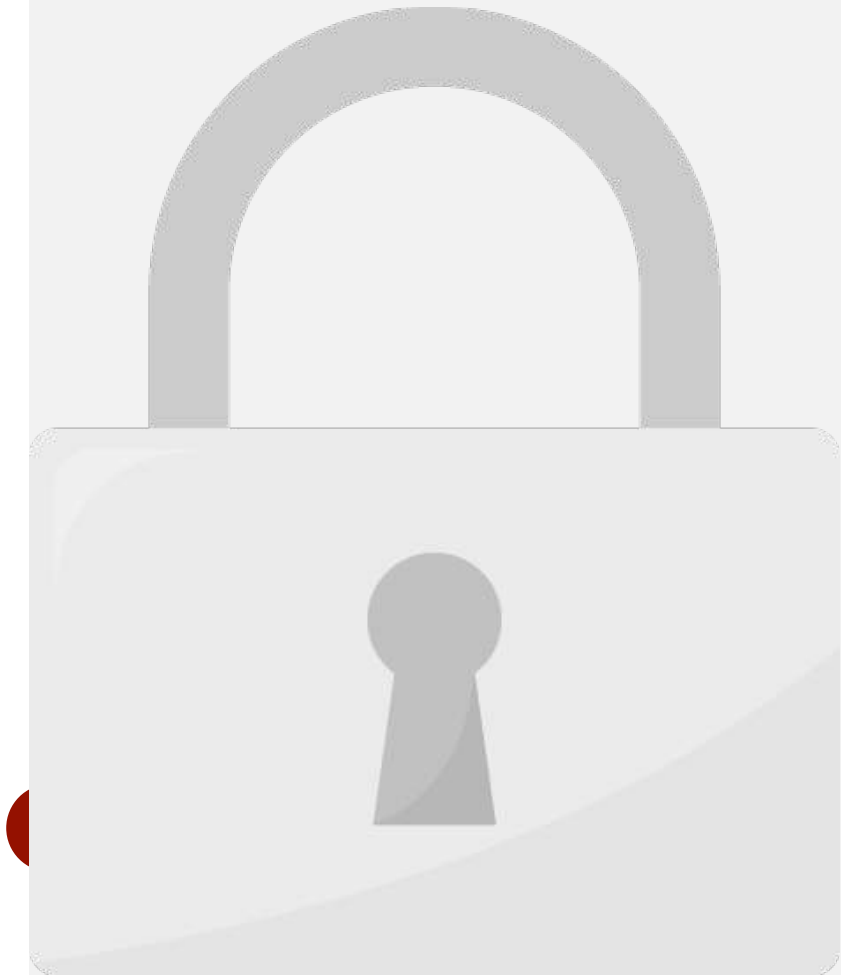
Students only

Students only

Students only

Students only

Students only

Students only

Students only

21 Jameson, Robinson   RM2,552.00   RM4,459.00   RM2,248.00   RM1,058.00   RM6,267.00   RM14,982.00
22 Kellerman, Frances   RM4,281.00   RM4,172.00   RM11,074.00   RM1,282.00   RM2,365.00   RM9,380.00

Students only

Students only

Students only

Conditional formatting presets

Students only

Students only

Students only

Students only

Students only

,090.00 RM13,953.00

Students only

Lesson 4: Inserts

Students only

Students only

Inserting shapes, arrows, and other graphics

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 5: Formulas and Functions

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

2. In the Editing group on the Home Tab, click the arrow next to the AutoSum command.

Students only

4. Press **Enter** on your keyboard to get the result.

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 6: Text Functions

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 7: Print

Students only

Students only

Students only

Students only

Students only

To print the entire workbook:

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 8: Security

Allow people to edit selected cells only

Students only

Students only

Students only

Caution: If you lose or forget the password, it cannot

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 9: Formulas in Depth

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Example using INDEX function for

Students only

Example using INDEX function for

Students only

Example using INDEX function for

Students only

Example using INDEX function for

Students only

Students only

Students only

Students only

Students only

Students only

25 Navarro, Marc   Facilities/En   29/01/2001   6088 925455035066
26

Students only

Students only

Students only

Students only

argument). So our first argument is **b2.**

range **G1:H10**, so our second argument is **$G$1:$H$10**.

Students only

Students only

argument, so our our third argument is **2.**

Students only

Students only

column G (second argument) and return value from **column H** (third argument).

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 10: PivotTables

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 12: Goal Seek

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 13: Scenario Manager

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Lesson 14: Macro, Record and Play

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Students only

Cancel