



## Microsoft Excel Introduction

This outline covers core Excel topics suitable for an audience new to Microsoft Excel spreadsheets. The instructor can adjust pace and depth of each section as needed. Depending on the skill level and experience of the group, additional topics may be covered.

### Module 1

- Overview of spreadsheet basics and Excel interface
- Navigating cells, rows, columns, worksheets
- Ribbon, quick access toolbar, formula bar
- Entering and Editing Data

### Module 2

- Entering text, numbers, dates, formulas
- Editing cell contents
- Using Undo/Redo
- Copying/pasting data
- Drag and drop cells
- Find and replace

### Module 3

- Formatting Cells
- Fonts, font size, font colour
- Text alignment
- Cell borders and shading
- Number formatting (currency, percent, decimals etc)

### Module 4

- Formulas and Functions
- Basic formulas (addition, subtraction, multiplication, division)
- Common functions (SUM, AVERAGE, COUNT, MAX, MIN)
- Relative and absolute cell references

### Module 5

- Charts and Visualizations
- Creating various Excel chart types (column, bar, pie etc)
- Formatting charts - titles, labels, legends
- Creating sparklines