



## How-To Session MICROSOFT EXCEL BEGINNER

**Coordinator** | Occupational Training

**Target Audience** | Individuals who already have practical, every-day computer skills that would like to increase their knowledge by learning the basics of Microsoft Excel

### Overview

The goal of this course is to explore the basics of Microsoft Excel through an interactive, hands-on session. This session provides an introduction into what Microsoft Excel is and how it can make many every day job responsibilities easier.

### Program Content

- Basic Use of Excel
  - Important Excel terms
  - Important menus/toolbars
  - Inserting and deleting columns and rows
  - Copy and paste
- Calculation with Excel
  - Formulas
  - Functions
  - Adding numbers with the SUM-function
  - How to use all functions in Excel
- Formatting
  - General formatting
  - Colors
  - Borders
  - Text manipulation
- Creating Reports Quickly
  - Pivot Tables – Quick and easy reporting feature of Excel
  - Selecting the correct chart
  - Creating a chart in Excel
- Working with large amounts of data
  - Search and replace
  - Freeze panes
  - Filters
  - Comments
  - Tables
- Printing and protecting
  - Making the data fit the paper
  - Protecting your work in Excel
- Bonus
  - Keyboard shortcuts
  - Mouse shortcuts

## Enroll Now

Email: [Fm-Training@virginia.edu](mailto:Fm-Training@virginia.edu)  
Please include your name  
and computing ID