



Excel – Fast Track

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Course Description

Microsoft® Office Excel® Fast Track combines essential Introductory, Intermediate and Advanced topics into a 2-day timeframe.

Target Student: The target students for this course are students who are currently using Excel, but have never taken a formal class, or just want to review and enhance their current Excel skills.

Prerequisites: Students should know how to open/close files, copy and paste, and format text. Preferably, they should have some exposure to Excel.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities

Getting Started with Excel

- Topic 1A: An Overview of Excel
- Topic 1B: Navigate in Excel
- Topic 1C: Select Data
- Topic 1D: Enter Data
- Topic 1E: Save a Workbook

Modifying a Worksheet

- Topic 2A: Move and Copy Data Between Cells
- Topic 2B: Fill Cells with Series of Data
- Topic 2C: Edit Cell Data
- Topic 2D: Insert and Delete Cells, Columns, and Rows
- Topic 2E: Find, Replace, and Go To Cell Data

Performing Calculations

- Topic 3A: Create Basic Formulas
- Topic 3B: Calculate with Functions
- Topic 3C: Copy Formulas and Functions
- Topic 3D: Create an Absolute Reference
- Topic 3E: Link Cells in Different Workbooks
- Topic 3F: Edit Links



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Formatting a Worksheet

- Topic 4A: Change Font Size and Type
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Change Column Width and Row Height
- Topic 4D: Merge Cells
- Topic 4E: Apply Number Formats
- Topic 4F: Create a Custom Number Format
- Topic 4G: Align Cell Contents

Developing a Workbook

- Topic 5A: Format Worksheet Tabs
- Topic 5B: Reposition Worksheets in a Workbook
- Topic 5C: Insert and Delete Worksheets
- Topic 5D: Copy and Paste Worksheets
- Topic 5E: Copy a Workbook

Printing Workbook Contents

- Topic 6A: Set a Print Title
- Topic 6B: Create a Header and a Footer
- Topic 6C: Set Page Margins
- Topic 6D: Change Page Orientation
- Topic 6E: Insert and Remove Page Breaks
- Topic 6F: Print a Range

Customizing Layout

- Topic 7C: Freeze and Unfreeze Rows and Columns
- Topic 7D: Hide and Unhide Worksheets

Creating and Modifying Charts

- Topic 2A: Create a Chart
- Topic 2B: Format Chart Items
- Topic 2C: Change the Chart Type
- Topic 2D: Create a Diagram

Calculating with Advanced Formulas

- Topic 4A: Create and Apply a Name for a Range of Cells
- Topic 4B: Calculate Across Worksheets
- Topic 4C: Calculate with Date and Time Functions
- Topic 4E: Calculate with Statistical Functions
- Topic 4F: Calculate with Lookup and Reference Functions
- Topic 4G: Calculate with Logical Functions



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Sorting and Filtering Data

- Topic 5A: Sort Data Lists
- Topic 5B: Filter Data Lists
- Topic 5C: Create and Apply Advanced Filters
- Topic 5D: Calculate with Database Functions
- Topic 5E: Add Subtotals to a Worksheet

Streamlining Workflow

- Topic 1A: Create a Macro
- Topic 1B: Edit a Macro
- Topic 1C: Customize Access to Excel Commands
- Topic 1D: Apply Conditional Formatting

Analyzing Data

- Topic 4D: Develop a PivotTable© Report
- Topic 4E: Develop a PivotChart© Report
- Topic 4G: Consolidate Data

Importing and Exporting Data

- Topic 6A: Export to Microsoft Word
- Topic 6B: Import a Word Table
- Topic 6C: Import Text File