



Microsoft Excel 2021 Introduction

What you'll learn

- ✓ Course Introduction
- ✓ Getting Started in Excel 2021
- ✓ Creating You First Excel Spreadsheet
- ✓ Introduction to Excel Formulas and Functions
- ✓ Using Named Ranges
- ✓ Formatting Numbers and Cells
- ✓ Formatting Worksheets
- ✓ Working with Excel Lists
- ✓ Moving and Linking to Data
- ✓ An Introduction to Intermediate Formulas
- ✓ Analyzing Data with Charts
- ✓ Conditional Formatting
- ✓ Inserting Items into a Spreadsheet
- ✓ Working with Views and Zoom
- ✓ Page Layout and Print Options
- ✓ Finalizing Your Spreadsheet

What does our Excel 2021 Introduction course cover?

Learn How to Use Excel Properly!

This is a comprehensive beginners' course that's great new users of Microsoft Excel who want to become productive in the shortest possible time.

It's also great for people who have used Excel -- maybe an older version -- but want to refresh their skills and learn best practice.

You don't need prior experience with Excel, but should be able to use a PC with the Microsoft Windows operating system.

This Basic Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better basic Microsoft Excel skills?

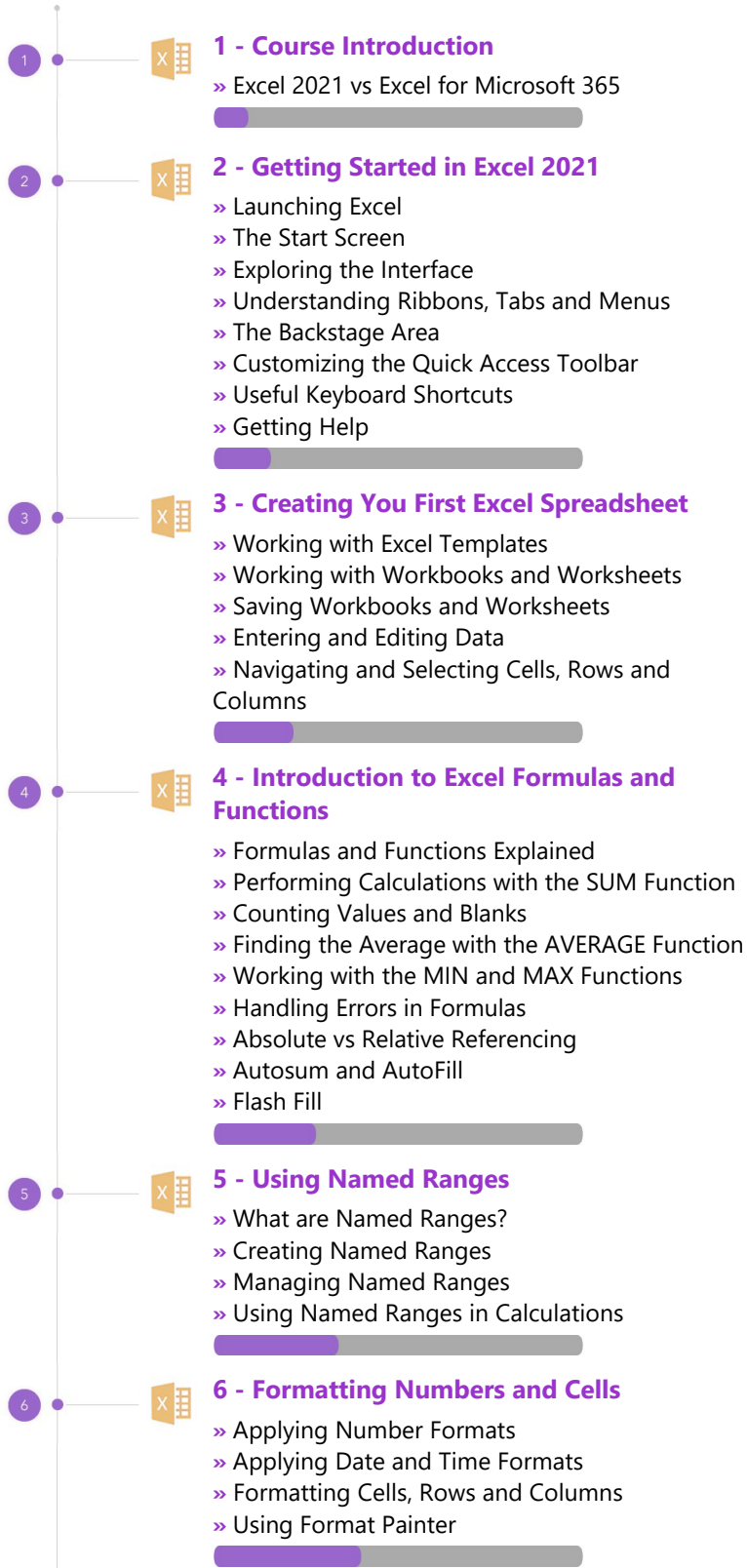
Course requirements

You should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Excel is required.

Who's this course for?

This course has been designed for new users of Microsoft Excel who want to become productive in the shortest possible time.

Course content for Microsoft Excel 2021 Introduction



7



7 - Formatting Worksheets

- » Working with Rows and Columns
- » Deleting and Clearing Cells
- » Aligning Text and Numbers
- » Applying Themes and Styles



8



8 - Working with Excel Lists

- » How to Structure a List
- » Sorting a List (Single-Level Sort)
- » Sorting a List (Multi-Level Sort)
- » Sorting Using a Custom List (Custom Sort)
- » Using Autofilter to Filter a List
- » Format as a Table
- » Creating Subtotals in a List



9



9 - Moving and Linking to Data

- » Using Cut and Copy
- » Paste Options
- » Pasting from the Clipboard
- » Linking to Other Worksheets and Workbooks
- » 3D Referencing
- » Inserting Hyperlinks to Worksheets



10



10 - An Introduction to Intermediate Formulas

- » Looking up Information with VLOOKUP
- » VLOOKUP Approximate Match
- » Error Handling Functions
- » Basic Logical Functions (IF, AND, OR)
- » Making Decisions with IF Statements
- » Cleaning Data Using Text Functions
- » Working with Time and Date Functions



10



11 - Analyzing Data with Charts

- » Choosing the Correct Chart Type
- » Presenting Data with Charts
- » Formatting Charts



10



12 - Conditional Formatting

- » Highlighting Cell Values
- » Data Bars
- » Color Scales
- » Icon Sets



10



13 - Inserting Items into a Spreadsheet

- » Inserting Pictures
- » Inserting Shapes and Text Boxes
- » Inserting Icons and 3D Models
- » Creating Diagrams Using SmartArt
- » Inserting Screenshots
- » Inserting Comments



10



14 - Working with Views and Zoom

- » Workbook Views
- » Using Zoom in a Worksheet
- » Arranging Workbooks and Worksheets
- » Freezing Panes



10



15 - Page Layout and Print Options

- » Setting Margins and Orientation
- » Setting and Clearing the Print Area
- » Inserting Page Breaks
- » Setting Print Titles and a Background
- » Inserting Headers and Footers
- » Printing a Workbook



10



16 - Finalizing Your Spreadsheet

- » Protecting Workbooks and Worksheets
- » Spell Checking
- » Inspecting the Workbook
- » Saving the Workbook in Different Formats
- » Sharing a Workbook



More about the ZandaX Microsoft Excel 2021 Introduction course

A Great Foundation in Using Excel

A thorough guide to getting started with Microsoft Excel: whether you're a complete beginner, or someone who wants to learn the basics using best practice, this is the course for you.

It starts with the Excel 2021 interface and keyboard shortcuts, then introduces you to Excel formulas and functions before moving on to formatting cells and using Excel lists. We show you how to use charts, insert pictures, work with views, set page layout and a whole host more!

You'll now have a solid basis for understanding and using Excel confidently and effectively.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as fully interactive online content which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

The course is offered with the following option:

Interactive option

This is our most popular course option because it also includes downloadable exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development.



ZandaX – Change Your Life ... Today

All content © ZandaX 2022

www.zandax.com