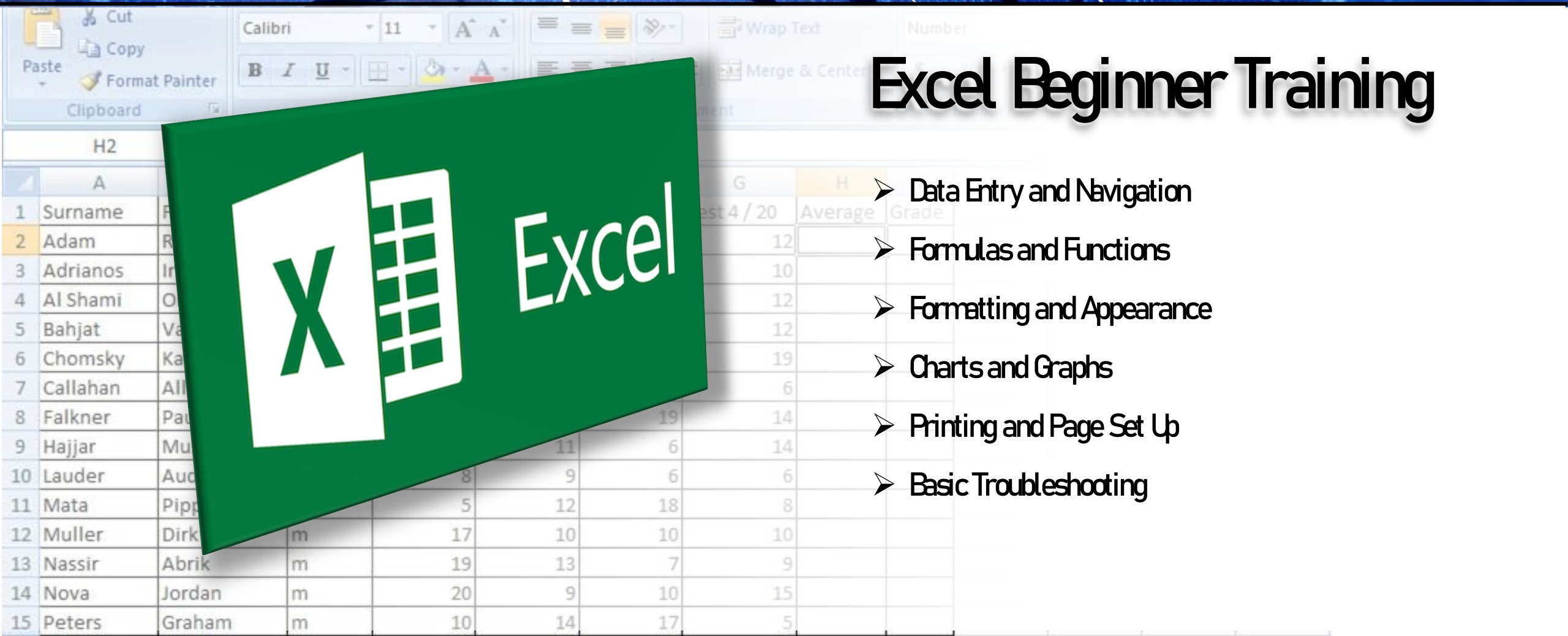


Excel Beginner Training



- Data Entry and Navigation
- Formulas and Functions
- Formatting and Appearance
- Charts and Graphs
- Printing and Page Set Up
- Basic Troubleshooting



The background of the slide is a screenshot of an Excel spreadsheet. The spreadsheet has a grid with columns labeled A through H and rows numbered 1 through 15. The data in the spreadsheet is as follows:

	A	B	C	D	E	F	G	H
1	Surname							
2	Adam	R					12	
3	Adrianos	Ir					10	
4	Al Shami	O					12	
5	Bahjat	Va					12	
6	Chomsky	Ka					19	
7	Callahan	All					6	
8	Falkner	Pat				19	14	
9	Hajjar	Mu		11		6	14	
10	Lauder	Aud		8	9	6	6	
11	Mata	Pipp		5	12	18	8	
12	Muller	Dirk	m	17	10	10	10	
13	Nassir	Abrik	m	19	13	7	9	
14	Nova	Jordan	m	20	9	10	15	
15	Peters	Graham	m	10	14	17	5	

Formulas and Functions

Entering Simple Formulas

Use basic formulas (e.g., SUM, AVERAGE, COUNT) for straightforward calculations, enhancing your data manipulation skills.

Understanding Cell References

Grasp cell references, distinguishing between relative and absolute, ensuring precise formula application.

Basic Function Proficiency

Master elementary functions like IF, AND, and OR, empowering logical operations for effective data analysis.

AutoSum for Quick Totals

Employ AutoSum to swiftly calculate totals, streamlining the process of summing up data.

Function Autocomplete and Suggestions

Utilize Excel's autocomplete and suggestions for functions to expedite formula creation, simplifying the incorporation of functions into your worksheets.

The screenshot shows the Excel interface with a spreadsheet. The formula bar at the top displays the formula `=AVERAGE(D3:D11)`. The spreadsheet has columns labeled 'Percent of Total', 'Monthly Spend', 'Annual Spend', 'LY Spend', and 'Percent Change'. A range of cells in the 'LY Spend' column is highlighted in yellow. The 'Average Spend' cell contains the formula `=AVERAGE(D3:D11)`. The function library is visible at the top, and a dialog box is open on the right side.

	Percent of Total	Monthly Spend	Annual Spend	LY Spend	Percent Change
Utilities	16.7%	\$ 250	\$ 3,000	\$ 3,000	0.0%
Food	8.4%	\$ 125	\$ 1,500	\$ 2,250	11.1%
Gas	6.7%	\$ 100	\$ 1,200	\$ 1,200	25.0%
Entertainment	6.7%	\$ 100	\$ 1,200	\$ 1,000	20.0%
Travel	19.5%	\$ 292	\$ 3,500	\$ 3,500	0.0%
Health	11.1%	\$ 167	\$ 2,000	\$ 2,250	-11.1%
Education	8.4%	\$ 125	\$ 1,500	\$ 2,000	-25.0%
Other	7.0%	\$ 104	\$ 1,250	\$ 1,558	-19.8%
TOTAL		\$ 1,496	\$ 17,950	\$ 18,258	-1.7%
Average Spend				<code>=AVERAGE(D3:D11)</code>	
Min Spend					
Max Spend					

Expand Dialog button.

This cell range was highlighted after collapsing the Function Arguments dialog box.

The function appears in the cell as it is being built.

Formatting and Appearance

Font Enhancement

Modify font attributes like style, size, and color effortlessly to give your data a visually appealing and customized look

Cell Styling Mastery

Elevate your worksheet's visual appeal by applying borders, shading, and alignment to cells. Create a polished and organized appearance.

Merge and Split Cells

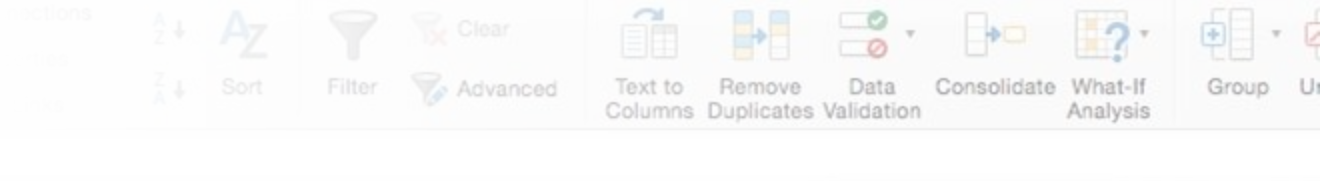
Combine cells for a unified presentation, ideal for titles. Split cells for better data organization, improving clarity and readability.

Number Formatting for Precision

Format numbers with precision, adjusting decimals and using currency symbols. Enhance the professionalism and clarity of numerical data.

Conditional Formatting for Insights

Use conditional formatting to visually highlight data trends, making it easier to spot patterns and gain insights into your spreadsheet.



	Selling price	Purchase price	Total value of stock	Updated By	Last updated
210	\$49.00	\$9.80	\$10,290.00	Employees	6/2/15
438	\$49.00	\$9.80	\$21,462.00	Susan	7/28/15
486	\$59.00	\$11.80	\$28,674.00	Joe	7/31/15
176	\$59.00	\$11.80	\$10,384.00	Sarah	8/20/15
0	\$59.00	\$11.80	\$0.00	Tom	8/21/15
0	\$59.00	\$11.80	\$0.00	Tom	6/11/15
0	\$59.00	\$11.80	\$0.00	Tom	6/11/15
56	\$29.00	\$5.80	\$1,624.00	John	6/13/15
233	\$34.00	\$6.80	\$7,922.00	Andy	7/14/15
406	\$34.00	\$6.80	\$13,804.00		7/10/15
49	\$36.00	\$7.20	\$1,764.00		8/28/15
14	\$35.00	\$7.20	\$7,704.00		7/18/15
458	\$38.00	\$7.60	\$17,404.00		9/3/15
337	\$38.00	\$7.60	\$12,806.00		8/3/15
492	\$36.00	\$7.20	\$17,712.00		5/28/15
426	\$36.00	\$7.20	\$15,336.00		7/29/15
364	\$36.00	\$7.20	\$13,104.00		8/14/15
210	\$79.00	\$15.80	\$17,380.00		8/12/15
310	\$79.00	\$15.80	\$24,490.00		8/26/15
378	\$89.00	\$17.80	\$33,642.00		6/21/15
256	\$89.00	\$17.80	\$22,784.00		8/3/15
					7/22/15

Charts and Graphs

Creating Basic Charts

Generate bar, line, and pie charts effortlessly to visually represent your data. Transform numbers into meaningful insights with intuitive chart creation.

Formatting for Visual Appeal

Enhance chart impact with formatting techniques like colors, labels, and styles for visual engagement and better understanding.

Choosing Appropriate Chart Types

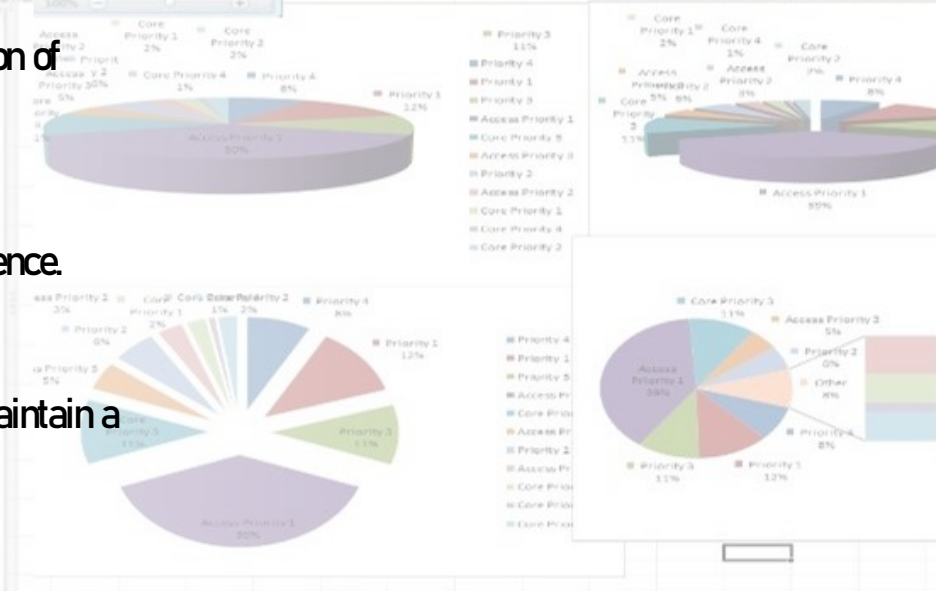
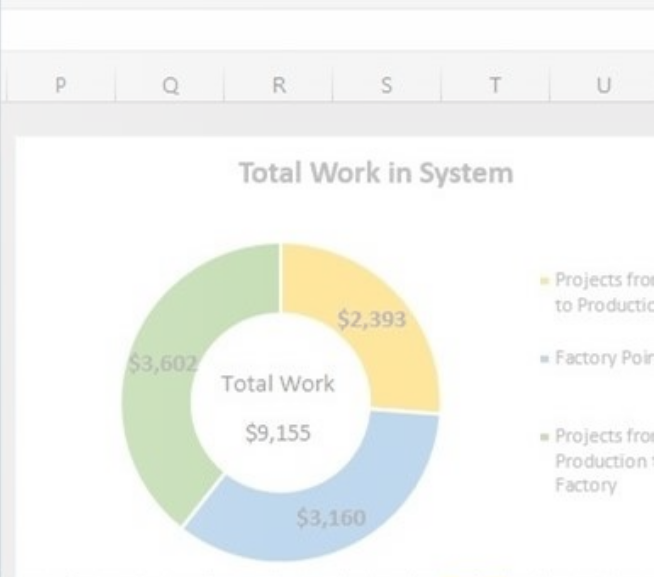
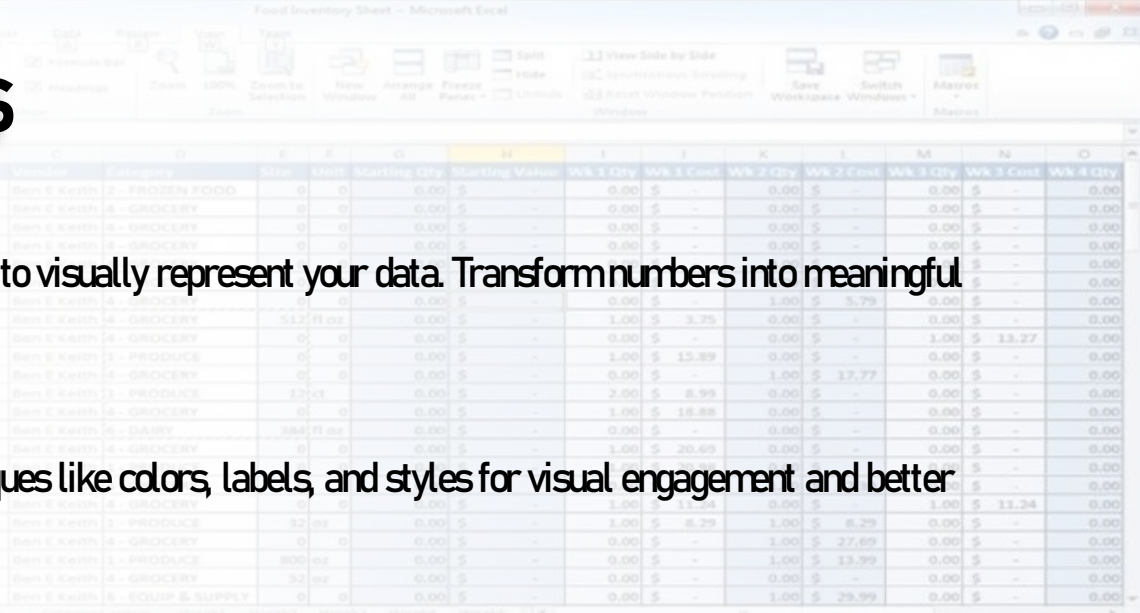
Understand various chart types and select the most suitable for your data to ensure effective communication of insights.

Data Labeling and Axis Scaling

Label data points and scale chart axes for clarity, improving readability and providing context to your audience.

Utilizing Chart Templates

Streamline chart creation with templates for consistent and professional-looking visuals. Save time and maintain a cohesive identity in reports and presentations.



Printing and Page Set Up

Customized Layouts

Set precise margins and add headers and footers for a professional touch when printing your worksheets.

Effortless Printing

Easily preview and print worksheets, ensuring correct formatting and saving time and resources.

Content Control

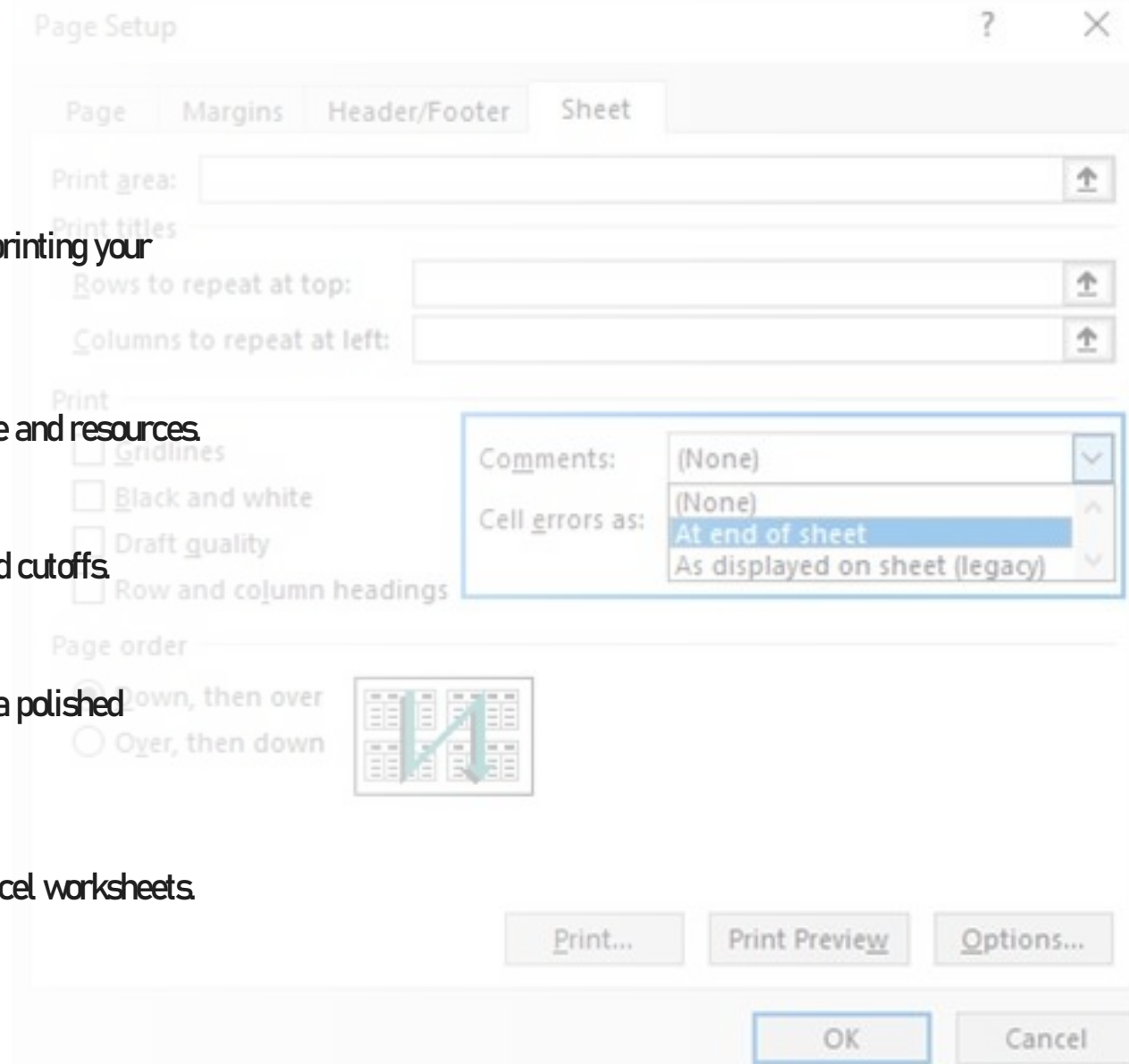
Adjust page breaks to control content flow, ensuring neat prints without awkward cutoffs.

Optimal Scaling

Scale content for optimal printing, preventing unnecessary breaks and ensuring a polished appearance.

Focused Printing

Define print areas to focus on essential data, conserving paper and ink in your Excel worksheets.



Basic Troubleshooting

Data Entry and Editing

Troubleshoot issues related to entering and editing data in cells. Ensure a smooth process for accurate and efficient data management.

Efficient Navigation

Resolve navigation challenges using the mouse or keyboard. Troubleshoot and enhance the user experience with seamless movement through the worksheet.

Cell Referencing Challenges

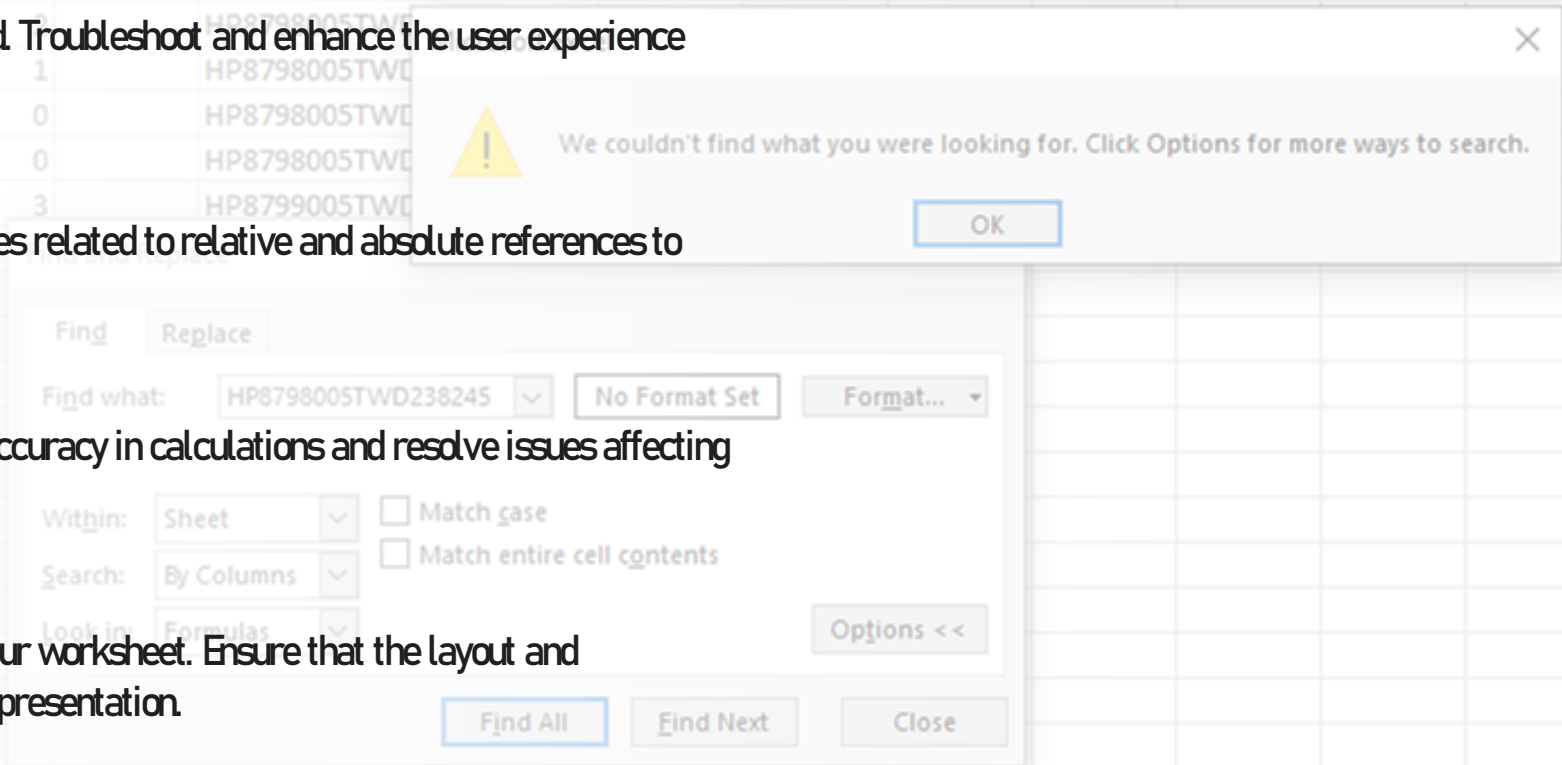
Address basic cell referencing problems. Troubleshoot issues related to relative and absolute references to maintain accurate formula behavior.

Formula Errors Resolution

Identify and troubleshoot common formula errors. Ensure accuracy in calculations and resolve issues affecting the performance of your formulas.

Worksheet Display Problems

Troubleshoot and resolve issues related to the display of your worksheet. Ensure that the layout and formatting appear as intended for a clear and professional presentation.



The image shows a screenshot of the Microsoft Excel interface. In the background, a worksheet is visible with columns labeled D through O and rows containing alphanumeric data. A search dialog box is open in the foreground, with the search criteria set to 'HP8798005TWD238245'. The dialog box includes options for 'Find what', 'No Format Set', 'Format...', 'Within: Sheet', 'Match case', 'Match entire cell contents', 'Search: By Columns', and 'Look in: Formulas'. Below the search criteria, there are buttons for 'Find All', 'Find Next', and 'Close'. Overlaid on the search dialog is a yellow warning message box that reads: 'We couldn't find what you were looking for. Click Options for more ways to search.' The message box has a yellow triangle icon and an 'OK' button.

Summary

The Excel Beginner training provides a comprehensive overview for efficient data entry, emphasizing techniques such as double-clicking and keyboard shortcuts. Users learn seamless worksheet navigation, cell referencing basics, and productivity features like AutoFill and AutoSum. The training covers essential Excel functions, chart creation, and formatting, as well as troubleshooting common issues.

Excel proficiency isn't just about cells and formulas; it's your key to unlocking productivity, precision, and professional success.



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