

Excel *Basic* Course

 105 classes

 5.7 hrs. of video lessons

Included Certifications

- A0
- A1
- A2
- B1
- B2
- C1
- C2

What you'll be able to do

You'll navigate any spreadsheet fast with the keyboard, format data so other people can actually read it, sort and filter it, lock a file so nobody breaks your formulas, and write the core formulas you currently google: SUM, ROUND, IF, COUNTIF and the rest. You finish able to turn a table into a chart that makes your point in one glance.

What it cover

Three certifications that take you from opening a spreadsheet to building a chart. A0 assumes you have never written a formula in your life. By A2 you're nesting IF, AND and OR, and building Excel tables with slicers.

294

Exercises

17

Units

3

Certifications

2 mo

Access

Included certifications

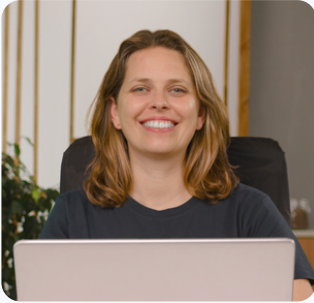
- A0 - Intro Level

5 units. The interface, navigation, shortcuts and the formatting basics.
- A1 - Beginner

6 units. Cell formats, sorting, filtering, file protection and your first formulas.
- A2 - Elementary

6 units. The everyday function library, Excel tables and nine chart types.

Prerequisites: none. Every unit ends with an assessment, and each of the three certifications ends with a final exam.



Certification • Basic Excel Course

A0

Intro Level

5 units

This is for you if you have never had to do more than type into a cell.

What you'll learn

You learn the parts of the screen and how to move around them fast: tabs, the ribbon, the namebox, the formula bar. Then the shortcuts that make you look like you've done this before, and the formatting basics: font, borders, alignment and fill.

Certification Content

Unit 1 - Introduction and Menu	Tabs • Ribbon and Group • Contextual Tabs
Unit 2 - Spreadsheet Interface	Grid • Name Box • Sheets • Formula Bar • Status Bar
Unit 3 - Navigation	Scroll bars • Zoom in and out • Keyboard Navigation • Selecting Cells with Mouse • Select Cells with Keyboard • Tab and Enter
Unit 4 - Shortcuts and Tricks	Insert and Delete columns and rows • Column and Row Sizes • Undo and Redo • Quick Access Toolbar • Freeze Panes
Unit 5 - Introduction and Menu	Enter Data • Edit Data • Cell Fill (fill color) • Cell Fill (pattern style) • Save • Font • Borders • Alignment
Final Exam A0	Pass it to earn the A0 certification

Each unit closes with a summary, a glossary and an assessment.



Certification · Basic Excel Course

A1

Beginner

6 units

This is for you if you can enter data, but the file still looks like something nobody wants to open.

What you'll learn

Cell formats (dates, percentages, currency, custom styles), sorting and filtering, page setup for printing, and protecting a sheet so nobody overwrites your work. It closes with your first real formulas: the four operations, calculation order, and the difference between an absolute and a relative reference.

Certification Content

Unit 1 - Excel Format	Center text across multiple cells · Change text orientation · Merge Cells · Applying Cell Styles · Format Numbers in Cells · Format Text in Cells · Format Numbers as Percentages · Format Numbers as Currency · Create a Cell Style
Unit 2 - Sort Data	Data Preparation · One-Level Sort · Multi-Level Sort · Auto Fill · Flash Fill · Drop-down List · Cells and Range Names
Unit 3 - Filter Data	Prepare Data to Filter · Clear Filters · Filter by specific words · Text Filters · Filter by specific dates · Filter Multiple Columns
Unit 4 - Page Layout and Printing	Create and Apply Custom Views · Page Layout · Reference data in another workbook
Unit 5 - File Protection	Protect Sheet · Unlock Cells · Hide Formulas · Protect Workbook
Unit 6 - Formulas 1	What is a Formula? · Addition, Subtraction, Multiplication and Division · Calculation Order · Cell References · Copy and Paste Formulas · Absolute References · Mixed References
Final Exam A1	Pass it to earn the A1 certification

Each unit closes with a summary, a glossary and an assessment.



Certification · Basic Excel Course

A2

Elementary

6 units

This is for you if you copy formulas from other files without knowing what they do.

What you'll learn

The function library you'll use every week: SUM, ROUND, COUNT, COUNTIF, SUMIFS, IF, AND, OR, IFERROR, AVERAGE and MEDIAN. Then Excel tables with slicers, and nine chart types with the formatting that makes them readable.

Certification Content

Unit 1 - Intro to Functions	What is a Function? · Create a Function · Advantages · Operations within functions · Errors
Unit 2 - Math and Statistical Functions 1	SUM · ROUND · COUNT and COUNTA · COUNTBLANK · MAX and MIN · Functions within Functions
Unit 3 - Math and Statistical Functions 2	AVERAGE, MEDIAN and MODE.SNGL · SUMPRODUCT · LARGE and SMALL · RAND and RANDBETWEEN · More mathematical functions
Unit 4 - Logical and Conditional Functions 1	IF · AND and OR · Nesting IF, AND, OR · SUMIF · COUNTIF · COUNTIFS · SUMIFS · IFERROR · IFS
Unit 5 - Tables	Create a Table · Table Styles · Sort and Filter · Slicer · Convert and Resize Table · Table Style Options
Unit 6 - Charts and Types	Chart Essentials · Creation and elements of a chart · Chart Formatting · Bar · Line · Combo · Pie · Doughnut · Funnel · Sparklines
Final Exam A2	Pass it to earn the A2 certification

Each unit closes with a summary, a glossary and an assessment.