Microsoft Excel Beginner, Part 2 of 2: Work with Data

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Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Excel is assumed.

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Course description: In parts 1 and 2 of this course you will get started with Excel. You'll learn basics of excel ranging from the interface, cell formatting, to functions, sorting, filtering and working with data finally wrapping up with print preview and printing your data.

Course outline:

Working with Data Efficiently
- Introduction
- Sorting and Filtering
- Remove Sorts
- Filtering
- Header filters
- Active Filter
- Advanced Filter
- Numbers
- Working with Tables
- Create a Table from Data
- Table Design
- Name Data Table
- Structured Reference
- Add Total Row
- Turn Table off
- Data Shortcuts
- Flashfill
- Autofill
- Autofill Patterns
- Duplicate Removal
- Text to Columns
- Data Shortcut keys
- Summary

Printing
- Introduction
- Printing Example
- Page Layout View
- Set Print Area
- Page Break Preview
- Clear Print Area
- Scaling
- Grid Lines
- Print Options
- PrintPreview
- Print Properties
- Print Workbook
- Headers and Footers
- Print to PDF
- Export
- Print Large Files
- Add Headers to Each Page
- Printing Shortcuts
- Summary