Basic Excel Course Outline

Module 1: Introduction to Excel

- What is Excel?

- Excel Interface Overview

- Basic Terminologies (Workbook, Worksheet, Cell, etc.)

- Creating and Saving a Workbook

Module 2: Basic Cell Operations

- Entering and Editing Data

- Copying, Cutting, and Pasting Data

- Using Fill Handle and AutoFill

- Undo and Redo

Module 3: Formatting Worksheets

- Formatting Text (Bold, Italics, Font Size)

- Adjusting Row Height and Column Width

- Cell Borders and Fill Colors

- Number Formats (Currency, Date, Percentage)

Module 4: Basic Formulas and Functions

- Introduction to Formulas

- Using Basic Arithmetic Operators

- Common Functions: SUM, AVERAGE, MIN, MAX

- Relative vs Absolute Cell References

Module 5: Managing Worksheets and Workbooks

- Inserting and Deleting Worksheets

- Renaming and Moving Worksheets

- Saving and Closing Workbooks

- Opening Existing Workbooks

Module 6: Basic Charts and Data Visualization

- Introduction to Charts

- Creating a Simple Chart (Bar, Line, Pie)

- Customizing Chart Elements (Title, Legend, Axis Labels)

Module 7: Printing and Sharing

- Page Layout and Print Area

- Print Preview and Page Setup

- Saving as PDF

- Sharing Workbooks via Email or Cloud