



# Excel Essentials for Everyday Productivity

Course ID #: 7000-1195-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

## Course Content

### Description:

This beginner-friendly course gives new Excel users a strong foundation in navigating the interface, entering data, and building simple formulas. Even if students have used Excel before, this session uncovers time-saving shortcuts, smart data entry tools, and practical techniques that make everyday tasks faster and easier. Participants learn how to create workbooks, use AutoFill and Flash Fill, and build basic formulas with confidence.

### Objectives:

Upon successful completion of this course, students will:

- Be able to customize the Excel interface
- Create and save workbooks
- Enter and edit data efficiently
- Use AutoFill and Flash Fill
- Create basic formulas and functions
- Understand essential worksheet navigation and selection techniques.

### Prerequisites:

None



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## Topics:

### Lesson 1: Getting Started and Navigating the Workspace

- About Excel
- Starting Excel
- Signing In
- Opening the Web App
- Excel Elements
- The Ribbon
- Mini Toolbar and Shortcut Menu
- Quick Access Toolbar (QAT)
- Customizing the Ribbon
- Opening and Viewing Workbooks
- Cursor Movement (Keyboard & Mouse)
- Selecting Cells
- Saving a Workbook
- Workbook Conversion & Compatibility
- Closing a Workbook

### Lesson 2: Creating a Workbook

- Creating a Workbook
- Document Properties
- Custom Properties
- Searching for Files Using Properties
- Entering Information
- Auto Fill
- Custom Lists
- Flash Fill
- Editing Cells
- Entering Numbers

### Lesson 3: Introduction to Formulas

- Creating a Formula
- Creating a Function Formula
- AutoSum
- Formula Errors
- Cell Addressing
- Inspecting Document

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**[www.tcworkshop.com](http://www.tcworkshop.com) or by calling us at 800-639-3535**

***NASBA CPE details are provided on the following pages.***



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## NASBA Information

**Level:** Beginner

**Advanced Preparation:**

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Recommended Field(s) of Study:** Computer Software and Applications

**Recommended CPEs:** 4.50

### **Policies: Course Registration, Cancellation, Refund, and Complaint Resolution**

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.