



Riverdale Professional Services

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LEVEL UP WITH

MICROSOFT EXCEL

For Beginners and Intermediate users

Training Overview

Essential Excel Functions Sorting Data

Filtering Data in Excel

Chart Design Options and Tools

Chart Format Tools

Subtotals and Grouping

What-if Analysis

V-lookups

H-lookups

Understanding Pivot Tables



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Host

**Microsoft Excel For
Beginners and Intermediate
users**

Date:27 May 2021

Time:10:00am

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MAY 27, 2021 10 AM

ZOOM: [REGISTER HERE](#)

ADMISSION IS FREE!!!



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Overview

- ▶ Template
- ▶ Ribbons
- ▶ Groups
- ▶ Launch Buttons
- ▶ Cell
- ▶ Row
- ▶ Columns
- ▶ Range



Overview

- ▶ Name of Cells
- ▶ Name of Range
- ▶ Sheet
- ▶ Workbook
- ▶ Record
- ▶ Formula Bar
- ▶ Name Window



Overview

- ▶ Navigation
- ▶ Control –Down
- ▶ Control - Right
- ▶ Shift
- ▶ TAB
- ▶ On a Cell
- ▶ In A Cell
- ▶ Stretching to Fit
- ▶ Other fitting options
- ▶ Perfect Size



Introduction to Formatting

- ▶ Color
- ▶ Bold
- ▶ Italic
- ▶ Currency Formatting
- ▶ Name or Renaming a sheet
- ▶ Other simple formatting issues



Some Excel Operations

- ▶ Typing
- ▶ Editing
- ▶ Copy
- ▶ Paste/Paste Special
- ▶ Additions
- ▶ Subtractions
- ▶ Multiplications



Other Excel Functions

- ▶ Overview of Microsoft Excel
- ▶ Essential Excel Functions Sorting Data
- ▶ Filtering Data in Excel
- ▶ Chart Design Options and Tools
- ▶ Chart Format Tools
- ▶ Subtotals and Grouping
- ▶ What-if Analysis
- ▶ V-lookups
- ▶ H-lookups
- ▶ Table
- ▶ Understanding Pivot Table





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Closing Remarks

Thank you so much for your time we hope you enjoyed the presentation

Nnamdi Oje UTI

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