

Excel Illuminated

Introduction to Spreadsheets - Part 1

Course Description

This presentation by Excel expert David Ringstrom, CPA, is designed for those who haven't worked with Excel spreadsheets before or who haven't used them in several years. David explains spreadsheet basics, different file types you can create, keyboard shortcuts to simplify repetitive tasks, Excel's rows and columns grid, and much more.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in the subscription-based Microsoft 365 version of Excel. David draws your attention to any differences in the older versions of Excel (2019, 2016, 2013, and earlier) during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the webcast.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Basic

CPE Credits: 2 (CPA)

Category: Computer Software and Applications

Prerequisite: None

Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify how to skip confusing menus by way of time-saving mouse tricks and keyboard shortcuts.
2. Recall some basic data analysis techniques.
3. Describe Excel's Freeze Panes feature.