Week 1: Getting Started – Interface & Data Entry

- Excel UI Fundamentals: Ribbon, Quick Access Toolbar, Status Bar; creating/opening workbooks; adding/deleting/renaming worksheets, move, freeze panes, hide sheets.

- Cell Basics: Selecting cells/ranges (mouse and keyboard); understanding cell references (e.g. A1, B2).

- Entering and Editing Data: Typing text/numbers; moving between cells; using AutoFill to copy data or fill series (e.g. days of the week).

- Basic Formatting: Setting cell formats (text, number, currency, date); changing font face, size, color, and cell shading/borders; adjusting column width and row height.

- Conditional Formatting : Highlight cells based on rules (e.g., top 10%).

- Saving/Printing: Saving a workbook; quick print preview.

Week 2: Formulas & Basic Functions

- Entering Formulas: Typing formulas with = (e.g. =A2+B2); understanding that formulas recalc when data changes.

- AutoSum & Functions: Using AutoSum button to quickly sum a column or row; entering functions like =SUM(range), =AVERAGE(range), =MIN/MAX.

- Relative vs. Absolute References: Copying formulas across cells – how a reference like A2 shifts relative to its new position, while A2 stays constant. (E.g., dragging =A1+B1 behaves differently than =A1+B1.)

- Copying & Filling: Using the fill handle to drag formulas across rows/columns; copy/paste operations for formulas.

- Editing Formulas: Using Formula Bar, Undo/Redo, and error checking tools (the green corner indicator).

Week 3: Formatting, Styles and Charts

- Advanced Formatting: Applying built-in *Cell Styles* and Themes; custom number formats (percentage, accounting, short dates). Use Format Painter to copy formatting.

- Table Formatting: Converting a range to an *Excel Table* for built-in styling (banded rows, filters) – optional demo.

- Conditional Formatting: Highlighting cells based on rules (e.g. values > X turn red) – basic introduction.

- Creating Charts: Inserting charts: column/bar, line, pie. Selecting data ranges and choosing chart types via the *Insert* tab.

- Chart Editing: Adding/editing chart elements – chart title, axes labels, legend placement.

- Printing and View: Quick overview of Page Layout view and print preview

Week 4: Data Management & Review

- Sorting Data: Sorting a range or table by one or more columns (ascending/descending). (E.g. sort a list of names alphabetically or sales from high to low.)

- Filtering Data: Applying AutoFilter to view subsets of data (e.g. show only "East" region entries); using text and number filters.

- Freeze Panes: Freezing top row or first column so headers stay visible when scrolling.

- Tables: Converting a range into an *Excel Table* to enable easy sorting/filtering and totals.

- Basic IF Function: Writing a simple IF (e.g. =IF(score>=60,"Pass","Fail")) as an example of logic function.