

EXCEL for Beginners

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SouthPointe N204

November 6, 2025
North Auditorium

ChatGPT: What topics to cover in an Excel for Beginners class

-  1. Introduction to Excel Interface
-  2. Entering and Managing Data
-  3. Formatting Cells and Data
-  4. Basic Formulas and Functions
-  5. Managing Worksheets
-  6. Sorting, Ranking, and Organizing Data
-  7. Creating Charts and Visualizations
-  8. Practical Examples

List of Topics

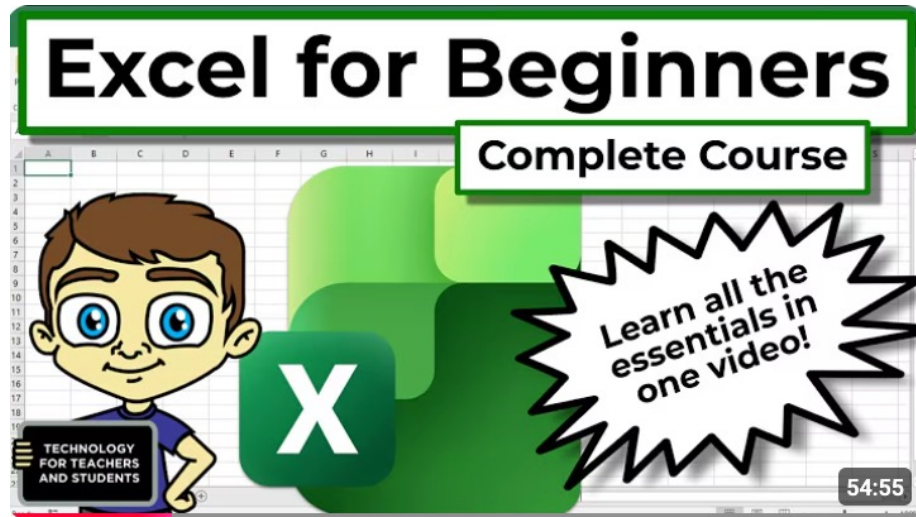
Introduction to Excel ***layout, terminology, and interface***

Practical Examples: ***a small business payroll and a mortgage payment schedule***

- Entering and editing data (numbers, text, dates, etc.)
- Using AutoFill
- Short cuts: Undo (CTRL-Z), Redo (CTRL-Y), Copy (CTRL-C), Cut (CTRL-X), Paste (CTRL-V)
- Relative vs. absolute reference (e.g., D7 <--> \$D\$7), (CTRL-T)
- Basic arithmetic: +, -, *, /
- Functions: SUM, LOOKUP, PMT, IPMT
- Inserting and formatting columns and rows, formatting data, ranking, sorting
- Freezing and unfreezing panes
- Creating charts/plots
- Page setup, set print area, printing (CTRL-P)

Reinventing the Wheel?

Search “Excel for Beginners” on YouTube



Excel for Beginners - The Complete Course

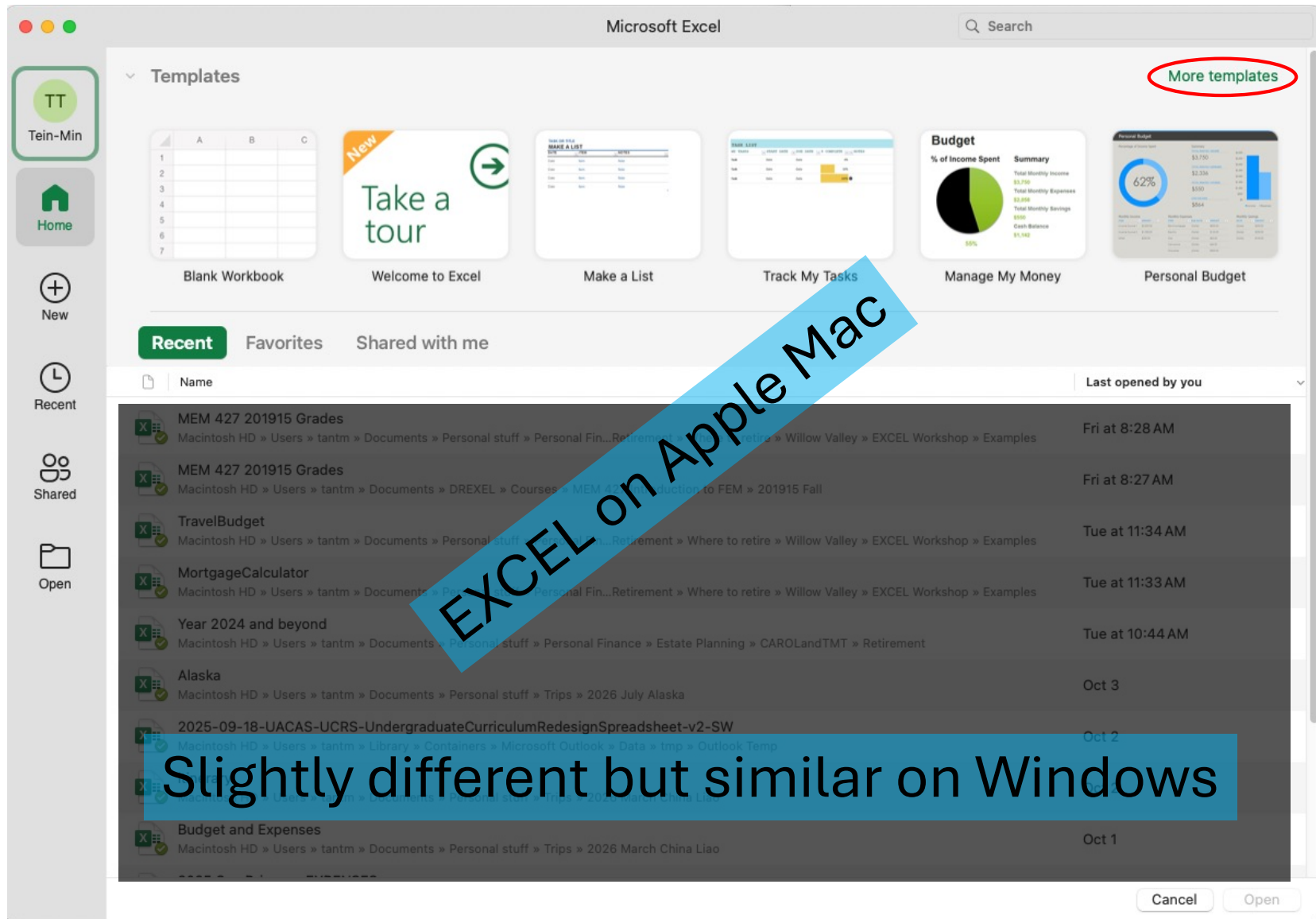
13M views • 3 years ago

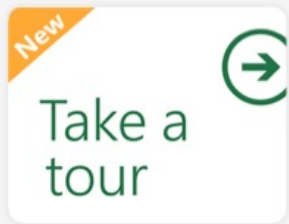
 Technology for Teachers and Students ✓

This is the beginning Excel course that you've been waiting for! Le



8 chapters Intro | Creating Workbooks, The Anatomy





Welcome to Excel



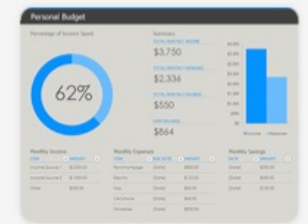
Make a List



Track My Tasks



Manage My Money



Personal Budget



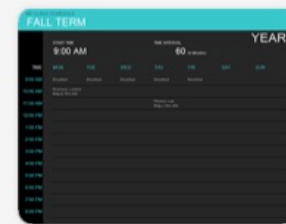
Family Budget



Credit Card Payoff Calculator



Mortgage Loan Calculator



College Course Manager

College Comparison Tracker

Household Organizer

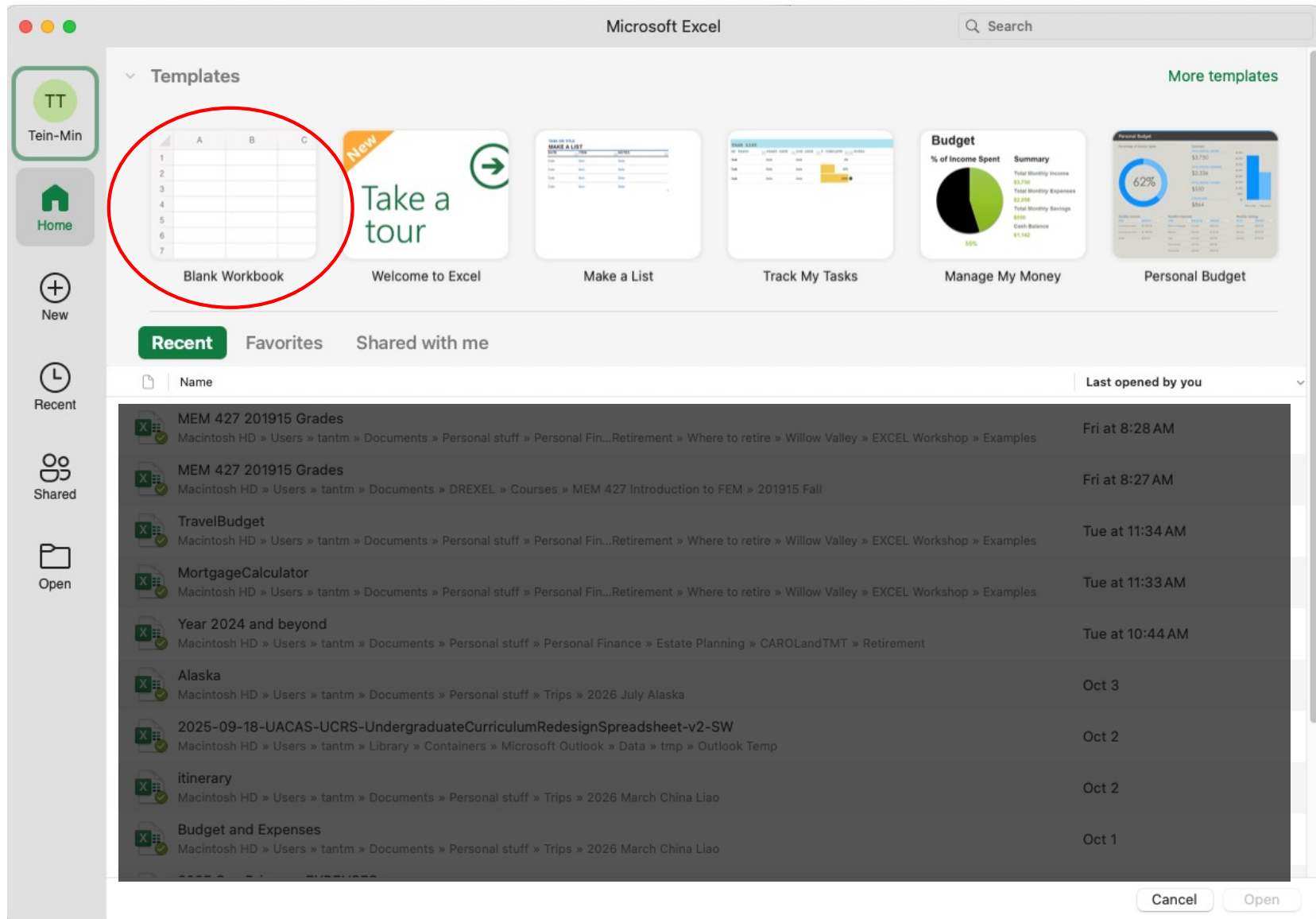
Weekly Assignment Schedule

Daily Schedule



12-Month Calendar

Time Sheet



AutoSave

Book1 File name (Workbook)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Clipboard Font Alignment Number Styles

Conditional Formatting Format as Table Cell Styles

Cells Editing Sensitivity Add-ins Analyze Data Copilot Assistance Create PDF and share link Adobe Acrobat

Search (Cmd + Ctrl + U)

Comments Share

G3

Name Box

Rows

Cell A1

Column D

Columns

Cell G3

A Workbook contains one or more individual worksheets

> 17 billion cells in a worksheet

Row 7

Cell D7

Spreadsheet

Range: A collection of cells

Range F10:H15

Click, hold, drag

Worksheet

Click at "+" to add more sheets

Page Break Preview

Page Layout

Normal

Scroll bars

Zoom slider

Sheet1

Ready Accessibility: Good to go

180%

AutoSave Quick Access Tools Book1 Search (Cmd + Ctrl + U)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat **Tools for Home tab** Comments Share

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Sensitivity Add-ins Analyze Data Copilot Assistance Create PDF and share link Adobe Acrobat

Formula Bar

Home Save Save As Undo Repeat Customize

Font Alignment Number

Font

- ✓ Calibri
- Heliti SC
- Kaiti SC
- All Fonts
- Abadi
- Abadi MT
- Academy Engraved LET
- Adelle Sans Devanagari

General

- General
- 123 Number
- Currency
- Accounting
- Short Date
- Long Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- More Number Formats...

Sheet1

Ready Accessibility: Good to go 180%

AutoSave

Book1

Search (Cmd + Ctrl + U)

HomeInsertDrawPage LayoutFormulasDataReviewViewAutomateAcrobat

Tools for Data tab

CommentsShare

Get Data (Power Query)

Refresh All

Get & Transform Data

Queries & Connections

Properties

Workbook Links

Connections

Stocks

Currencies

Data Types

Sort

Filter

Clear

Reapply

Advanced

Sort & Filter

Text to Columns

Data Tools

What-If Analysis

Forecast

Group

Ungroup

Subtotal

Outline

Analysis Tools

Analysis

Flow

Automation

A1

fx

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Sheet1

+

ReadyAccessibility: Good to go

180%

AutoSave Book1 Search (Cmd + Ctrl + U)

Home Insert Draw Page Layout **Formulas** Data Review View Automate Acrobat

Tools for Formula tab Comments Share

Function Library: Insert Function, **AutoSum**, Recently Used, Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, More Functions

Defined Names: Name Manager, Define Name, Use in Formula, Create from Selection

Formula Auditing: Trace Precedents, Trace Dependents, Remove Arrows, Show Formulas, Error Checking, Watch Window

Calculation: Calculation Options, Calculate Now, Calculate Sheet

	A	B	C	D		G	H	I	J	K
1	Sum Average Max Min ...									
2					8					
3					9	17.53				
4					10	23.17				
5					11	11.25				
6					12	16.30				
7					13	13.77				
8				14	7.89					
9	SUM(number1, [number2, ...])			15	19.23					
10	SUM(range)			16	109.14					
11				17	15.59					
12				18	23.17					
13				19	7.89					
14										
15										
16										
17										
18										
19										
20										

To find the sum of all values from D9 to D15

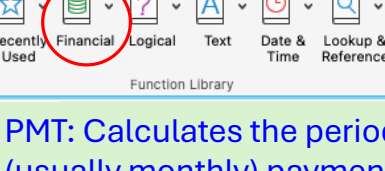
← “=SUM(D9, D10, ..., D15)” or “SUM(D9:D15)”

← “=AVERAGE(D9:D15)”

← “=MAX(D9:D15)”

← “=MIN(D9:D15)”

Sheet1 + Ready Accessibility: Good to go 180%



Formulas

Financial Functions

- PMT: Calculates the periodic (usually monthly) payment for an investment or a loan, finding the fixed amount needed to reach a future goal or to repay a principal

Tools for Formulas

PMT: Calculates the periodic (usually monthly) payment for an investment or a loan, finding the fixed amount needed to reach a future goal or to repay a principal

PMT(Rate, Nper, PV, FV, Type)

- Rate: Interest rate (monthly)
- Nper: Number of periods (months)
- PV: Present value (loan or initial investment)
- FV: Future value (0 or investment goal)
- Type: Payments due at the start (1) or end (0) of periods

Example: Monthly payment for a 15-year mortgage of \$400,000 at a 4.5% interest rate

	D	E
8	Interest Rate	4.5%
9	Year	15
10	PV (Loan)	\$400,000
11	FV	
12	Monthly payment	(\$3,059.97)

=PMT(E8/12,E9*12,E10,,)

Example: Monthly deposit to accumulate \$50,000 in 10 years at a 5% interest rate

	D	E
8	Interest Rate	5%
9	Year	10
10	PV	0
11	FV (Investment goal)	\$50,000
12	Monthly deposit	(\$321.99)

=PMT(E8/12,E9*12,,E11,)

IPMT(Rate, per, Nper, PV, FV, Type): Calculate interest portion of the perth payment

Practical Examples

- **Small Business Payroll**

- Entering and editing data (numbers, text, dates, etc.)
- Using AutoFill
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- **Mortgage Payment Schedule**

- PMT(Rate,Nper,PV,FV,Type): Monthly mortgage payment
- IPMT(Rate,per,Nper,PV,FV,Type): Interest payment for a given period
- Freezing and unfreezing panes
- Creating charts/plots

Hands-on

Weekly Insider

November 3 - 9, 2025

Apple Users Classes

Friday, November 7 | 9:45 - 11:15 AM | Mac OS Numbers

Monday, November 10 | 9:45 - 11:15 AM | iPad iMovie

3rd Floor Lakes Conference Room

Mac OS Numbers Class

This hands-on class covers the basics of Apple Numbers, including data entry, formatting, simple calculations and creating charts. You don't need to be a math whiz to attend! Please note, this class is only for Mac OS desktop or laptop users.