



Introduction to Microsoft Excel

🗣️ Taught in English | [Video subtitles available](#)

Instructor: [Summer Scaggs](#)

[Enroll for Free](#)

565,968 already enrolled

Included with [Coursera Plus](#) • [Learn more](#)

Guided Project

Learn, practice, and apply job-ready skills with expert guidance

Intermediate level

Recommended experience ⓘ

1.5 hours

Learn at your own pace

No downloads or installation required

Only available on desktop

Hands-on learning

[Learn more](#)

4.6 ★ (6,161 reviews)

[View project details](#)

Introduction to Microsoft Excel

[Enroll for Free](#)

- About
- Outcomes
- Project details**
- Testimonials
- Reviews
- Recommendations

About this Guided Project

By the end of this project, you will learn how to create an Excel Spreadsheet by using a free version of Microsoft Office Excel.

Excel is a spreadsheet that works like a database. It consists of individual cells that can be used to build functions, formulas, tables, and graphs that easily organize and analyze large amounts of information and data. Excel is organized into rows (represented by numbers) and columns (represented by letters) that contain your information. This format allows you to present large amounts of information and data in a concise and easy to follow format. Microsoft Excel is the most widely used software within the business community. Whether it is bankers or accountants or business analysts or marketing professionals or scientists or entrepreneurs, almost all professionals use Excel on a consistent basis.

You will learn what an Excel Spreadsheet is, why we use it and the most important keyboard shortcuts, functions, and basic formulas.

[Read less](#)

Learn step-by-step

In a video that plays in a split-screen with your work area, your instructor will walk you through these steps:

- 1 • Download Microsoft Office365 Excel Program and view the basics of Excel
- 2 • Learn the layout, navigation, and ribbon
- 3 • Create a spreadsheet of information you are tracking
- 4 • Create basic formulas to analyze your data
- 5 • Format your data

Instructor

Instructor ratings: **4.7** ★ (601 ratings)



Summer Scaggs

Coursera Project Network
6 Courses • 615,573 learners

Offered by