

Soft-Train



At Soft-Train
Technology Works

Beginning Microsoft Excel (1 Day) ST85047

COURSE GOAL: To introduce beginning users to the basic capabilities of Excel for Windows.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Insert and edit rows and columns
- Copy and move cells
- Save, retrieve, print spreadsheets
- Create effective formulas

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Edit Rows and Columns
<input type="checkbox"/>	<input type="checkbox"/>	Enter Data
<input type="checkbox"/>	<input type="checkbox"/>	Copy a Range of Cells
<input type="checkbox"/>	<input type="checkbox"/>	Create Formulas
<input type="checkbox"/>	<input type="checkbox"/>	Use the AutoSum Tool
<input type="checkbox"/>	<input type="checkbox"/>	Use the Order of Operations in Calculations
<input type="checkbox"/>	<input type="checkbox"/>	Save Your Workbook
<input type="checkbox"/>	<input type="checkbox"/>	Use the AutoFill tool
<input type="checkbox"/>	<input type="checkbox"/>	Print Worksheets

If you answered NO to three or more of these questions you should attend this class.

KEY TOPICS:

I. Introduction to Excel

- A. Starting Excel
- B. The Excel Window
- C. The Ribbon Tools and the File Tab
- D. Getting Help

II. Creating a Workbook

- A. Moving the Cursor
- B. Entering Data
- C. Types of Data
- D. Using Data Series Fill
- E. Using Autosum
- F. Renaming Sheet Tabs
- G. Saving the Workbook
- H. Close, Open and Exit

III. Editing the Worksheet

- A. Selecting Ranges
- B. Inserting & Deleting
- C. Cut, Copy and Paste
- D. Drag and Drop
- E. Resizing Columns and Rows
- F. Changing Value Types

IV. Creating Formulas

- A. Understanding Formulas
- B. Using Formulas
- C. Understanding Functions
- D. Relative vs. Absolute
- E. Paste Function Wizard

V. Formatting and Data Entry Tricks

- A. Formatting Cells with the Ribbon
- B. Formatting with the Menu Options

- C. Freezing Columns and Rows
- D. Hiding Columns
- E. Paste Special

VI. Printing the Worksheet

- A. Print Preview
- B. Page Setup
- C. The Print Dialog Box
- D. Printing the same rows on every page