



Beginning Microsoft Excel (1 Day)

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
<input type="checkbox"/>	<input type="checkbox"/>	Define print ranges

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 Office Button
- 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**