

## Microsoft Excel Introduction

### Prerequisite

None

### Course Description

This course is designed to teach the basic features of Microsoft Excel. Students will be introduced to the screen elements, learn to navigate the program and learn how to create spreadsheets. The course will cover the creation of basic formulas and the use of basic functions. Students will learn how to apply text and number formats and how to print.

### Objectives

#### ***Introduction to Excel***

- Start Excel
- Screen Elements

#### ***Develop a Spreadsheet***

- Create, Save, Open, and Close a Spreadsheet

#### ***Navigate and Edit Spreadsheets***

- Select and Edit Cells
- Insert Rows and Columns
- Spell Check a Spreadsheet
- Rename Sheets
- Move, Copy, Insert, and Delete Sheets

#### ***Calculations***

- Create Basic Formulas and Functions (Sum, Average, Max, and Count)
- Use AutoSum
- Use the Fill Handle to Copy Formulas

#### ***Text Formats***

- Apply Font, Size, Bold, Italic, and Underline
- Use the Format Painter
- Change Alignment

#### ***Number Formats***

- Apply the Currency Format and Comma Formats
- Change the Number of Decimal Places
- Change the Date Format
- Change Column Widths

#### ***Printing***

- Print Preview
- Print a Spreadsheet

### Class Length

3.5 hours  
Instructor-led, hands-on course