

Excel – Why Would I Use Excel? Where do I Begin?

Prerequisite

None

Course Description

Students in this course will get a quick introduction to the basics of Microsoft Excel. This course will introduce the student to the screen elements and teach them how to create a spreadsheet. The course will cover the creation of basic formulas. Students will also learn how to apply both text and number formats to the spreadsheet.

Objectives

Introduction to Excel for Windows

- Start Excel
- The Screen Elements
- Develop a Spreadsheet
- Create a Spreadsheet
- Save a Spreadsheet
- Close a Spreadsheet
- Open a Spreadsheet

Navigate and Edit Spreadsheets

- Select Cells
- Edit Data
- Insert Rows and Columns

Calculations

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

Text Formats

- Apply Fonts and Sizes
- Apply Bold, Italic, and Underline
- Alignment

Number Formats

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

Class Length

90 minutes
Instructor lead, hands-on course