

Introduction to Excel

COURSE DESCRIPTION

This hands-on course introduces the basic features of Microsoft Excel and important spreadsheet concepts needed to design and create professional worksheets for use in business and industry. Topics covered in the course include exploring Excel and its major components, entering and editing cell data, modifying worksheet structure, selecting and moving data, formatting worksheets, using basic formulas and functions, as well as managing and printing worksheets.

COURSE OBJECTIVES

Upon successful completion of this course, participants will be able to:

1. Create and edit business-related Excel worksheets.
2. Use critical thinking skills to design, create, and edit original business-related worksheets.
3. Manage and print worksheets

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Exploring Excel and Its Major Components

- Using Excel in business settings
- Learning basic spreadsheet terminology
- Exploring the Excel window
- Identifying cells, columns, and rows
- Navigating within and among worksheets
- Opening and closing worksheets and workbooks
- Getting help

Entering and Editing Cell Data

- Creating worksheets and workbooks
- Entering and editing labels
 - Text
 - Values
- Using *Auto Fill* to complete a sequence
- Clearing cell contents
- Entering and editing different types of data:
 - Dates
 - Formulas

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Modifying Worksheet Structure

- Inserting and deleting cells, columns, and rows
- Hiding and unhiding columns and rows
- Adjusting column and row heights and widths

Selecting and Moving Data

- Selecting, moving, and copying data
- Using paste options and paste special
- Copying Excel data to other Microsoft Office programs

Formatting Worksheets

- Formatting cells and cell ranges
- Changing cell alignment
- Formatting text
- Formatting rows and columns
- Applying number formats
- Using Format Painter

Using Basic Formulas and Functions

- Creating formulas
- Displaying cell formulas
- Copying, editing, and deleting formulas
- Identifying and creating relative, absolute, and mixed cell references
- Inserting and using the following functions:
 - AutoSum
 - AVERAGE
 - MEDIAN
 - MIN and MAX
 - TODAY and NOW
 - COUNT, COUNTA

Managing and Printing Worksheets

- Inserting and deleting worksheets
- Copying and moving worksheets
- Renaming worksheets
- Grouping and ungrouping worksheets
- Using page setup options:
 - Setting page orientation
 - Selecting scaling options
 - Setting margin options
 - Creating headers and footers
 - Selecting sheet options
- Protecting worksheet data and formatting
- Previewing and printing worksheets