Excel Introduction
Course Outline

Course Objective

The course is designed to provide students with an introductory knowledge of Microsoft Excel. Once completed, students should be able to use Excel to create basic spreadsheets at work or home. This course covers topics found in versions of Excel from 2010 and newer.

Agenda

1. Introduction to Excel
   a. What Excel is
   b. Screen components
   c. The Ribbon Bar
   d. Opening a workbook
   e. Navigating a worksheet
   f. Saving a workbook
   g. Closing a file

2. Creating a spreadsheet
   a. Making a new workbook
   b. Entering data
      i. Labels
      ii. Values
      iii. Formulas
      iv. Basic Functions
   c. Editing data

3. Copying and Moving data
    a. Copying data
    b. Moving data
    c. Drag and Drop
    d. Autofill
    e. Copying and moving formulas and functions
        i. Relative
        ii. Absolute

4. Formatting a spreadsheet
    a. Adjusting column widths
    b. Changing font and font size
    c. Changing colors
    d. Merging and centering text
    e. Center data in a cell
    f. Applying a number format
    g. Underlining
    h. Conditional formatting
    i. Adjusting column widths
    j. Hiding columns and rows

5. Printing
    a. Problems with printing in Excel and how to alleviate them
        i. Setting orientation
        ii. Setting margins
        iii. Set print area
        iv. Set print titles
6. Charts
    a. Creating simple charts
    b. Resizing and moving charts
    c. Enhancing the chart
    d. Changing chart type

7. Graphics
    a. Adding pictures
    b. Working with pictures
    c. Smart Art

Course Length: 1 Day

Prerequisite: Working with Windows and Mouse Skills