

Class Title: Introduction to Microsoft Excel

Duration: 1 Day

1. Building Worksheets

- 1.1. Add and Edit Data
- 1.2. Create Formulas Following the Order of Operations
- 1.3. Use Point Mode to Create Formulas
- 1.4. Mouse and Keyboard Shortcuts
- 1.5. Select Cells and Ranges
- 1.6. Clearing Cells and Formats
- 1.7. Use Backstage View

2. Using Functions

- 2.1. Find and Build Functions
- 2.2. Copy and Paste Formulas and Functions
- 2.3. Use AutoFill
- 2.4. Use AutoSum
- 2.5. Calculate Consecutive and Non-Consecutive Ranges

3. Formatting Worksheets

- 3.1. Insert and Delete Columns, Rows and Cells
- 3.2. Format Column Width and Row Height
- 3.3. Hide Columns and Rows
- 3.4. Format Cells for Number, Alignment, Font, Borders, Fill
- 3.5. Use Paste Special and the Format Painter

4. Printing Worksheets

- 4.1. Use Print and Print Preview
- 4.2. Set Print Area, Margins and Orientation
- 4.3. Use Options to Scale and Fit to Page
- 4.4. Create Custom Headers and Footers
- 4.5. Use Page Layout View

5. Organizing Workbooks

- 5.1. Freeze Titles
- 5.2. Move and Copy Worksheets
- 5.3. Insert, Rename and Delete Worksheets

6. Working with Charts

- 6.1. Insert Charts from Worksheet Data
- 6.2. Change Chart Type, Layout and Style
- 6.3. Set Chart Options
- 6.4. Format Charts Elements