

COURSE DESCRIPTION

INTRODUCTION

MICROSOFT EXCEL

Course Description

This course teaches students to understand and use the features of Microsoft Excel. It is designed for new users.

Course Objectives

After completing this course, you should be able to:

- Understanding the workbook environment
- Opening, Closing a file, looking at “What-if” analysis
- Creating a basic worksheet
Entering and correcting data, Saving a file
- Working with ranges, naming ranges
- Movement techniques
- Using functions, The Function Wizard
- Moving and copying data, fillings series of data
- Modifying worksheets
Editing cell contents, absolute references, inserting rows and ranges
- Additional Excel features: Help, spelling
- Formatting techniques: Working with dates, Advanced formatting,
Copying and pasting formats
- Printing a worksheet: Printing specified ranges

Skills to be Learned

Understand the basics of the Excel environment

Efficiently work with ranges of data

Understand the various methods of moving through a worksheet

Use excel built-in formulas

Copying and moving data, modifying and inserting information

Use the Excel Help and spell-check features

Change the appearance of worksheet data

Create printouts of worksheets

Gain a general understanding of Excel’s charting capabilities