



Introduction to Microsoft Excel

One-Day Course

Windows and Macintosh

Course Overview:

In this course you will be introduced to the functionality and capabilities of Microsoft Excel. Learn to create and use professional caliber worksheets that will include text and numerical data and to perform basic calculations.

Course Content:

- Name the Excel window components: Toolbar, Formula Bar, sheet tabs, cells, rows, and columns
- Explore the new Excel Task Panes
- Display, hide and move Toolbars
- Efficiently move through the worksheet
- Proficiently select cells and ranges
- Create time-saving Excel formulas using addition, subtraction, multiplication and division
- Effectively use the following Excel functions: SUM, AVERAGE, MIN, MAX and COUNT
- Avoid mistakes using the new Error Checking command
- Quickly insert, delete or hide cells, rows, and columns
- Discover many unique techniques to cut, copy and paste in Excel
- Enhance the appearance of your worksheet using the many formatting commands
- Name, move and copy worksheets
- Use the Page setup command to setup and then print your worksheet