

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Introduction to Microsoft Excel</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include navigating the work area, entering and editing data, formulas, functions, AutoSum, Paste Function, cut, copy, paste, AutoFill, formatting cells, setting print area, headers, footers, page setup, freezing panes, organizing workbooks, creating and formatting chart sheets and embedded charts.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Entering and Editing Data<ol style="list-style-type: none"><li>1.1. Entering Text, Numbers and Formulas</li><li>1.2. Understanding the Order of Operations</li><li>1.3. Using Data Entry Shortcuts</li><li>1.4. Opening, Closing, and Saving Files</li><li>1.5. Navigating using Mouse and Keyboard Shortcuts</li><li>1.6. Selecting Cells and Ranges</li><li>1.7. Clearing Cell Contents and Formatting</li><li>1.8. Using Copy, Cut and Paste</li><li>1.9. Using Drag and Drop</li><li>1.10. Editing Cell Contents</li></ol></li><li>2. Using Help<ol style="list-style-type: none"><li>2.1. Using Screen Tips and What's This</li><li>2.2. Using Contents, Answer Wizard and Index</li></ol></li><li>3. Using Functions<ol style="list-style-type: none"><li>3.1. Constructing SUM, AVERAGE, MAX and MIN functions</li><li>3.2. Using AutoFill to Copy Formulas</li><li>3.3. Using AutoSum</li><li>3.4. Using Paste Function</li><li>3.5. Using Formula Palette</li><li>3.6. Using AutoCalculate and Range Finder</li></ol></li><li>4. Formatting Worksheets<ol style="list-style-type: none"><li>4.1. Inserting/Deleting Columns, Rows and Cells</li><li>4.2. Formatting Column Width and Row Height</li><li>4.3. Hiding Columns and Rows</li><li>4.4. Formatting Cells for Number, Alignment, Font, Borders, Fill</li><li>4.5. Using Paste Special and the Format Painter</li></ol></li><li>5. Printing Worksheets<ol style="list-style-type: none"><li>5.1. Using Print and Print Preview</li><li>5.2. Setting Print Area, Margins and Orientation</li><li>5.3. Using Adjust To and Fit to Page</li><li>5.4. Creating Custom Headers and Footers</li></ol></li><li>6. Organizing Workbooks<ol style="list-style-type: none"><li>6.1. Using Freeze Panes</li><li>6.2. Moving, Copying, Inserting and Deleting Worksheets</li></ol></li><li>7. Working with Charts<ol style="list-style-type: none"><li>7.1. Charting on a Chart Sheet</li><li>7.2. Changing Chart Type</li><li>7.3. Setting Chart Options</li><li>7.4. Embedding a Chart on a Worksheet</li></ol></li></ol>