

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Introduction to Microsoft Excel
Course Length:	1 day
Prerequisite:	Basic Computer Skills
Class Outline:	<ol style="list-style-type: none">1. Building Worksheets<ol style="list-style-type: none">1.1. Entering Titles, Numbers and Dates1.2. Creating Formulas Using the Order of Operations1.3. Using Data Entry Shortcuts1.4. Navigating using Mouse and Keyboard Shortcuts1.5. Selecting Cells and Ranges1.6. Clearing Cell Contents and Formatting1.7. Using Copy, Cut and Paste1.8. Editing Cell Contents2. Using Functions<ol style="list-style-type: none">2.1. Function Basics2.2. Using AutoFill to Copy Formulas2.3. Using AutoSum2.4. Using Paste Function2.5. Calculating Consecutive and Non-Consecutive Ranges2.6. Using AutoCalculate and Range Finder3. Formatting Worksheets<ol style="list-style-type: none">3.1. Inserting and Deleting Columns, Rows and Cells3.2. Formatting Column Width and Row Height3.3. Hiding Columns and Rows3.4. Formatting Cells for Number, Alignment, Font, Borders, Fill3.5. Using Paste Special and the Format Painter4. Printing Worksheets<ol style="list-style-type: none">4.1. Using Print and Print Preview4.2. Setting Print Area, Margins and Orientation4.3. Using Scaling and Fit to Page4.4. Creating Custom Headers and Footers4.5. Using Page Layout View5. Organizing Workbooks<ol style="list-style-type: none">5.1. Freezing Titles5.2. Moving and Copying Worksheets5.3. Inserting and Deleting Worksheets6. Working with Charts<ol style="list-style-type: none">6.1. Inserting a Chart6.2. Changing Chart Type6.3. Setting Chart Options6.4. Formatting Charts