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Class Title: Microsoft Excel Introduction
Duration: 1 Day

1. **Build Worksheets**
   - 1.1. Add and Edit Data
   - 1.2. Create Basic Formulas
   - 1.3. Use Point Mode
   - 1.4. Mouse and Keyboard Shortcuts
2. **Use Functions**
   - 2.1. Find and Build Functions
   - 2.2. Use AutoFill
   - 2.3. Use AutoSum
3. **Format 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
4. **Print Worksheets**
   - 4.1. Set Print Area, Margins and Orientation
   - 4.2. Use Options to Scale and Fit to Page
   - 4.3. Create Custom Headers and Footers
   - 4.4. Use Page Layout View
5. **Organize Workbooks**
   - 5.1. Freeze Titles
   - 5.2. Move and Copy Worksheets
   - 5.3. Insert, Rename and Delete Worksheets
6. **Work with Charts**
   - 6.1. Insert Charts from Worksheet Data
   - 6.2. Change Chart Type, Layout and Style
   - 6.3. Set Chart Options
   - 6.4. Add, Format, and Remove Chart Elements