

## Microsoft Excel

### **Course Description:**

Students will create, edit, format and print basic worksheets and charts in Excel.

### **Who Should Attend?**

The target student for this course is a user who has worked with personal computers and used Windows to manage information, run programs, and access the Web.

### **Benefits of Attendance:**

Upon completion of this course, students will be able to:

- Create a basic worksheet by entering text and values.
- Work with cells and cell data by using a variety of moving and copying techniques.
- Perform calculations on data by using functions and formulas.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Use a variety of techniques to manipulate multiple worksheets in a workbook.
- Create and modify a chart by using various charting techniques.
- Apply numerous page display settings to prepare a worksheet for printing.

### **Prerequisites:**

Students should have taken Windows XP: Introduction.

## Course Outline:

- **Getting Started**
  1. Identify What You Can Do with Excel
  2. Enter Data in a Worksheet
  3. Edit Data
  4. Change Text Appearance
  5. Save a Workbook
  6. Obtain Help
  
- **Editing Your Worksheet**
  1. Move Data to Other Cells
  2. Copy Data to Other Cells
  3. Fill Cells with a Series of Data
  4. Insert and Delete Rows and Columns
  5. Undo and Redo an Entry
  6. Find and Replace Numbers
  7. Enter Data in a Range
  8. Verify Data in a Range
  
- **Performing Calculations**
  1. Sum a Range of Data
  2. Use a Built-in Function
  3. Copy a Formula
  4. Create an Absolute Reference
  
- **Formatting**
  1. Specify Numeric Format
  2. Create a Custom Numeric Format
  3. Change Font Size and Type
  4. Create and Apply Styles
  5. Add Borders to Cells
  6. Find and Replace Formats
  7. Change Column Width and Row Height
  8. Align Cell Contents
  9. Merge and Split Cells
  10. Apply an AutoFormat

- **Working With Multiple Worksheets**
  1. Format Worksheet Tabs
  2. Reposition Worksheets in a Workbook
  3. Copy Worksheets
  4. Change the Number of Worksheets
  
- **Creating And Modifying Charts**
  1. Create a Chart
  2. Modify Chart Items
  3. Format a Chart
  4. Change the Chart Type
  
- **Setting Page Display And Printing Options**
  1. Freeze and Unfreeze Rows and Columns
  2. Set Print Titles
  3. Set Page Margins
  4. Create a Header and Footer
  5. Change Page Orientation
  6. Insert and Remove a Page Break
  7. Print a Range