



## Computer Consultants Corporation

### Microsoft Excel

### Introduction

Length of course: One class day (6 hours)

Objective(s): Students learn basic skills for creating, formatting, and printing spreadsheets and charts in Microsoft Excel.

Prerequisites: Familiarity with Microsoft Windows.

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#### Getting Started

- What is a spreadsheet?
- Navigating the Excel user interface
  - Workbooks and worksheets
  - Rows and columns
  - Toolbars
  - Cells

#### Entering and Changing Data

- The active cell
- Typing in the active cell
- Undo/Redo
- Saving workbooks
- Selecting individual cells
- Editing the value of a cell

#### Printing Worksheets

- Print preview
- Page break view
- Orientation and scaling
- Margins, headers, and footers
- Printing a selected area
- Defining a print area

#### Formulae

- Entering formulas
- Proper syntax and order of operations
- Copying and moving formulas
- Copying formulas with the fill handle
- Absolute vs. relative cell references
- Formula errors

#### Common Functions

- SUM
- AVERAGE
- MAX/MIN

- COUNT/COUNTA
- Using AutoSum and AutoCalculate

#### Formatting Cells

- Alignment
- Adjust column widths and row heights
- Merging and centering cells
- Indenting entries
- Font styling
- Formatting numbers
- Using the Format Painter
- Clearing formats

#### Productivity and Editing Tools

- Online help
- Cell borders
- Fill colors
- Cut, copy and paste
- Drag and drop
- Right dragging cells
- AutoFormat
- Hiding and unhiding cells

#### Rearranging worksheets

- Rotate text and formulas
- Inserting rows and columns
- Error checking
- Find and replace

#### Basic Chart Options

- Creating column and bar charts
- Line and pie charts
- Modifying charts
- Custom chart editing options
- Using the chart toolbar
- Creating organization charts