

Excel Basics (2007 MS version)

The Basics

This course is designed to give you an understanding of some of the major features and functions within Excel and how Excel can be used to improve your work processes.

Objectives

- Create a basic worksheet by entering text and numbers
- Manage the data in the spreadsheet by sorting, copying, pasting and deleting
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Create a worksheet, enter data and practice formatting cells
- Number format – use toolbar to format numbers (with \$, comma, decimal)
- Use of tab bar ribbons
- Choosing cell borders
- Merging cells (merge and center)
- Create a Chart – using the chart wizard

Introduction:

- What is a spreadsheet?
- What is Excel?

Getting Familiar with Excel 2007:

- Quick Access Toolbar
- Microsoft Office button
- Tab Bar (Ribbons)
- Worksheets
- Formula Bar
- Arrow Keys
- End Key
- Cells, Columns and Rows

Entering Text and Numbers:

- Entering and editing text in a cell
- Adjusting the column or row width
- Cell Alignment
- Formatting text in cell
- Deleting cell content
- Working with Text Wrap
- Filling Cells Automatically
- Making Numeric Entries

Managing Data:

- Inserting cells, columns and rows
- Sorting by Sort function
- Freeze Panes
- Inserting worksheets
- Naming worksheets
- Hidden data

Formulas and Formatting

Enter data

- Date, time – format cells with date
- Enter data into several cells at once
- Using AutoFill
- Clearing cells

Use formulas

- Sum
- Average
- AutoSum
- Copy a formula using the fill handle

Graphing and Printing

Print information from a spreadsheet

- Printer set-up
- Landscape printing
- Print selection, worksheet, workbook
- Headers, footers

Extra exercise – if time – create spreadsheet of info and create chart.