
Excel Basics

Prerequisite:

No computer experience required

Instructor
_____**School Phone**

805-497-2761

Class Dates

_____**Room Location**

Room _____

Overview:

Use Spreadsheets to Organize & Budget!

Get more out of your computer by learning to use Excel! This class will take you step-by-step so you can work on real-world items all the while learning the fundamentals of Excel. Prerequisite: No computer experience required

Class Resources and Recommended Books:

Each student will receive a course outline and other useful handouts. Suggested books for further study will be recommended in class

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Excel techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Homework Policy:

Students will receive handouts which may contain some home practice activities however homework is NOT required.

Class Topics

Exploring the Many Views of Excel

Editing Workbook Properties

Modifying Workbooks

Copying and Hiding Worksheets

Modifying Columns and Rows

Inserting and Deleting Columns, Rows, and Cells

Formatting and Hiding Columns and Rows

Changing Vertical Alignment and Rotating Text

Introduction to Formulas and Functions

Using Cell References in Formulas