
Excel Basics

This class is intended for everyone already using computers. If you are brand new to computers, Computer Basics is a great class to take first.

Instructor

Kimberly Tash
kimberlyt@conejoadulted.org

School Phone

805-497-2761

Class Dates

Room Location

Room 7B

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 but access to a computer/Excel recommended.

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