

Microsoft Excel: Introduction

Introduction – Level 1	
Creating a worksheet including:	Enhancing the worksheet:
A look at the ribbon, Office button & terminology Adding to the Quick Access toolbar Moving around the display screen Obtaining HELP and the pop-up icons Entering words & numbers and building formulas Editing words, numbers, & formulas Clearing versus deleting cells Copying, and moving words, numbers, & formulas Formatting your numbers Adding comments	Inserting & deleting cells, columns & rows Increasing & decreasing the column width Changing the appearance of your numbers Aligning your text Saving and retrieving your work Viewing large worksheets Adding lines and shading Using the cell and table styles Adding and aligning paragraphs of text Using a theme to set your look
Printing your work including:	Miscellaneous features including:
Setting print options Selecting the cells to print Setting print titles Normal versus page layout and page break preview	Exploring the FUNCTIONS & using the function wizard Filling and flash filling in a series of values A look at worksheet tabs Sorting and selecting from a list of data (time permitting)