

Microsoft Office – Excel

Course Goal:

Participants will use Microsoft Office Excel to store and manage data sources, while performing calculations, generating reports and creating graphs.

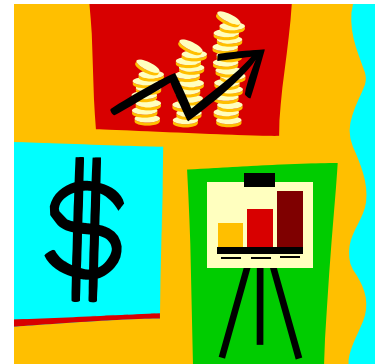
Learning Objectives:

After successful completion of this course, students will be able to:

- Open Microsoft Excel, navigate the forms and exit correctly
- Setup a new spreadsheet
- Select a cell to enter text and numbers
- Copy and fill data to a range of cells
- Sort and organize data
- Create formulas to perform mathematical calculations
- Format worksheet with a variety of fonts, shading and borders
- Mange data by creating graphical representations
- Print spreadsheets and graphs

Course Outline:

1. Creating an Excel workbook
2. Getting familiar with the Excel screen
3. Getting help
4. Moving between cells and sheets with your cursor
5. Selecting a range of cells
6. Entering data into a worksheet
7. Using simple formulas
8. Using simple functions
9. Using “Auto Calculate” and labels
10. Managing workbook and worksheet information by sorting and organizing data
11. Adjusting column widths and row heights
12. Formatting cells using the toolbar
13. Formatting cells using the menu options
14. Creating a report by mail merging data
15. Creating a graph
16. Previewing and printing



This is only a sample. We customize lessons to your ability levels and needs.