

COURSE DESCRIPTION: For the new spreadsheet user. Students will learn statistical analysis skills and create formulas and functions and explore spreadsheet formatting, printing and charting.

COURSE OBJECTIVES:

1. Become comfortable with the environment and navigation of Excel spreadsheets.
2. Use formulas and functions
3. Format a worksheet
4. Print a worksheet
5. Develop basic skills in creating charts.

OUTLINE OF TOPICS TO BE COVERED

- Environment and Navigations
 - o Ribbon
 - o Dialog Box Launcher
 - o Live Preview
 - o Contextual Tabs
- Enter, Edit Numbers and Text
- Formulas
- Functions
- Fill Handle
 - o Replicate (copy)
 - o Extend Series
 - o Clear
- Link Formulas
- Cut
- Copy and Paste
- Paste Special
- Formatting a Worksheet
 - o Formatting worksheet cells
 - o Number formats and text alignment
 - o Copying and pasting formats
 - o Special and custom formatting
- Printing a worksheet
 - o Spell Check
 - o Using the Print Preview command
 - o Print Range vs. Print What
- Introduction to Charts

Hours: 6