

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

Hours: 6