**Excel Introduction: For version 2010, 2013 or 2016**

**Course Description**

Microsoft Excel is a powerful tool you can use to create and format spreadsheets and analyze and share information to make more informed decisions.

**Who Should Attend**  
Students who are new to Excel, or have limited experience with spreadsheets.

**Prerequisites**Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the taskbar. Proficiency with minimizing, maximizing and restoring windows is required.

**Course Outline**

* **Getting Started**

Starting Excel  
Understanding the Display Screen  
Working with the Ribbon  
Quick Access Toolbar  
Opening a Workbook  
Managing Open Workbooks  
Using Excel Help

* **Entering Data**

Moving the Cell Pointer  
Selecting a Range of Cells  
Creating a New Workbook  
Entering Constant Values  
Saving a Workbook  
Editing Cell Contents  
Clearing Cell Contents  
Working with Undo and Redo

* **Using Formulas**

Using the SUM Function  
Summing Columns or Rows   
Using Statistical Functions  
Working with the Range Finder  
Using Formula Error Checking

* **Working with Constant Values and Formulas**

Copying, Moving, & Pasting Constant Values and Formulas

* **Formatting Worksheets**

Formatting Numbers  
Changing the Font Format  
Aligning Cell Contents  
Merging Cells  
Adding Borders & Cell Styles

* **Modifying Columns and Rows**

Changing Column Width and Row Height  
Using AutoFit  
Inserting, Deleting, Hiding Columns or Rows  
Using Custom Worksheet Views

* **Editing Workbooks**

Working with AutoCorrect  
Checking Spelling  
Using Find and Replace

* **Printing Worksheets**

Using Page Setup Tools

Working in Page Layout View

Creating a Header and Footer

Using Page Break Preview

Printing a Worksheet

**Course Format – 6 hours**Combination lecture and classroom exercises. Each student must bring their own laptop with Excel pre-loaded.