**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.