

Course	Excel Introduction – The Basics
Length	Three hours
Audience/ Synopsis	For anyone new to Excel, spreadsheets or for those who need a refresher of the basics. Students will explore the new Excel interface, including the “Ribbon” and new data tools. Participants will learn how to build a worksheet from beginning to end. Discover the easiest ways to enter, edit, format and distribute data.
Prerequisites	Participants must have Windows experience. Knowledge of file management is recommended.
Topics	<p><i>Introduction: New Excel Interface</i></p> <p><i>Module 1: Worksheet Basics</i></p> <ul style="list-style-type: none">◆ Worksheet Navigation◆ Window overview: Menus & Ribbons◆ Editing data◆ Data Entry: Autofill◆ Saving a Workbook/ Managing versions <p><i>Module 2: Formatting Techniques</i></p> <ul style="list-style-type: none">◆ Formatting cells: Text, Numbers◆ Formatting design – Format as Table Using Filters Tables vs. Ranges◆ Naming Ranges◆ Insert and delete columns and rows <p><i>Module 3: Simple Calculations</i></p> <ul style="list-style-type: none">◆ Formula Entries◆ How to enter a formula◆ Show / Hide formulas◆ Orders of Operation <p><i>Module 4: Page Layout and Printing</i></p> <ul style="list-style-type: none">◆ Freeze panes◆ Print Preview◆ Page layout & Formatting options◆ Printing options