Mitchell Community College's

Introduction to Microsoft Excel

In this Introduction to Microsoft Excel class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print Basic Microsoft Excel worksheets.

Target Audience: Students who have little or no experience with Microsoft Excel.

Prerequisite: Students should have basic computer experience using the mouse and keyboard, locating their Documents folder and starting Excel.

Please Note: Course scheduling is coordinated by **Deb Lazenby, Director of Customized Training & Business Services,** Mitchell Community College, 701 W Front Street, Statesville, NC 28677. (704) 878-3235 dlazenby@mitchellcc.edu.

Goals

- Create basic worksheets using Microsoft Excel.
- Perform basic calculations in a worksheet.
- Enter data, modify and save worksheets.
- Modify the appearance of data within a worksheet.
- Understanding the difference between worksheets and workbooks.
- Print worksheets.

Outline

The following topics will be covered in the 6-hour course through demonstration and exercises.

Creating a Microsoft Excel Workbook

1. Creating and Saving a Workbook
2. Noting Context-Sensitive Mouse Symbols
3. Overview of the Status Bar
4. Overview of the Formula Bar
5. Adding and Deleting Worksheets
6. Copying and Moving Worksheets
7. Changing the Order of Worksheets
8. Closing a Workbook

The Ribbon

9. Opening, Closing, Pinning the Ribbon
10. Overview of Tabs
11. Overview of Groups
12. Using Shortcut Commands

The File Menu

13. Opening a Workbook
14. New Workbooks
15. Using Excel Templates: Select, Open, and Save a Template
16. Printing Worksheets

Using Quick Access Toolbar

17. Discover what the Icons do using Mouse Rollover
18. Adding Common Commands
19. Changing the Placement of the Toolbar

Entering Data in Microsoft Excel Worksheets

20. Entering Text
21. Text Across Columns and Wrapping Text
22. Sizing Columns and Rows
23. Adding, Deleting and Moving Cells
24. Merging Cells
25. Using AutoComplete With Text
26. Quick Formatting: Number, Decimals, Currency, Long Date, Short Date, Time
27. Using the Fill Handle to Copy Cells
28. Flash Fill: Using the Fill Handle to Create a Series (Numbers and Text)

Formatting Microsoft Excel Worksheets

29. Selecting Ranges of Cells
30. Changing Text Fonts, Colors, and Styles
31. Selecting Alignment both Vertically and Horizontally
32. Overview of Format Cells Menu: Number, Alignment, Font, Border, and Fill Tabs
33. Adding Color to Worksheet Tabs

Using Formulas in Microsoft Excel

34. Math Operators and Order of Operations
35. Entering Formulas
36. AutoSum and AutoAverage
37. Copying Formulas and Functions
1. Displaying Formulas
2. Paste Special choices
38. Relative, Absolute, and Mixed Cell References

Working with Rows and Columns

39. Inserting Rows and Columns
40. Deleting Rows and Columns
41. Setting Row Height and Column Width
42. Hiding and Unhiding Rows and Columns

Editing Worksheets

43. Find and Replace
44. Freeze Panes for ease of Viewing
45. Adding Headers and Footers

Getting Help

46. How to Use "Tell Me"
47. Smart Lookup
48. Thesaurus

Finalizing Microsoft Excel Worksheets

49. Setting Margins
50. Layout: Changing the Spacing of Headers and Footers
51. Setting Page Orientation
52. Print Scaling (Fit Sheet on One Page)
53. Repeating Titles/Headings (when printing multiple pages)

Continue Your Education With:

- Intermediate Microsoft Excel
- Advanced Microsoft Excel