



# Course Outline



## Excel - Basics

Versions 2007/2010/2013/2016

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**Program Objectives:** Students will learn basic worksheet functions and formulas and how to work with data in spreadsheets.

- ◆ Introduction to Excel
- ◆ Explanation of the Excel Screen
- ◆ Minimize, Maximize, Restore and Close
- ◆ Menu Bar
- ◆ Pull Down Menu Conventions
- ◆ Toolbars
- ◆ Formula Bar
- ◆ Excel Workspace
- ◆ Changing the Font and Point Size
- ◆ Status Bar
- ◆ Excel Mouse Shapes
- ◆ Auto Fill Feature
- ◆ Moving the Cell Pointer
- ◆ Correcting Errors in a Spreadsheet
- ◆ Text as Labels
- ◆ Numbers as Labels
- ◆ Numbers as Values
- ◆ Selecting Cells
- ◆ Undo Feature
- ◆ Ways to Enter Data
- ◆ Creating Formulas
  - Addition/Subtraction
  - Multiplication/Division
  - Average
  - Minimum/Maximum
  - Count
- ◆ The Function Wizard
- ◆ Displaying Formulas
- ◆ Rules for Entering Formulas
- ◆ Help Feature
- ◆ Opening a Spreadsheet
- ◆ Save As Feature
- ◆ Save Vs. Save As
- ◆ Switching Between Spreadsheets
- ◆ Closing a File
- ◆ Changing Column Widths
- ◆ Changing Text Alignment
- ◆ Changing Text Orientation
- ◆ Format Painter Feature
- ◆ Centering Text Over Several Columns
- ◆ Copying Formulas
- ◆ Formatting Numeric Entries
- ◆ Inserting/Deleting Columns and Rows
- ◆ Printing a Worksheet
- ◆ Move Feature
- ◆ Copy Feature
- ◆ Clearing the Contents of a Cell
- ◆ Entering the Current Date
- ◆ Piggyback Clipboard
- ◆ Exiting Excel

### Course Prerequisite

Must have Windows and mouse proficiency

(4 CPE Credits)