

Excel 2010/2013 Creating Basic Spreadsheets

Audience	This course is appropriate for learners who are familiar with Windows.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with basic worksheet creation in Excel. Students learn the structure of workbooks and worksheets, how to enter data, build formulas, and use Copy and Fill commands to maximize data entry efficiency.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Identify objects on the Excel screen■ Give commands and use the Ribbons, Quick Access toolbar and shortcut menus■ Move around a worksheet and workbook■ Enter text, numbers, and dates in a worksheet■ Save, close, and open a workbook■ Manipulate multiple workbooks■ Use and modify Sheet tabs■ Create and apply formulas■ Insert statistical functions■ Move, copy, and fill cells with data using several techniques
Length	½ day (3.5 hours)

I. Excel Basics

- A. Workbooks, Worksheets, & Charts?
- B. Starting Excel
- C. Identifying Excel Screen Objects
- D. Changing Magnification of a Worksheet
- E. Giving Commands
- F. Moving Around a Worksheet
- G. Entering Data
- H. Saving a Workbook
- I. Closing the Workbook
- J. Creating a New Workbook
- K. Using Help
- L. Exiting Excel

II. Using Workbook Basics

- A. Opening Workbooks
- B. Switching Between Multiple Workbooks
- C. Selecting Cells, Rows, or Columns
- D. Moving Between Worksheets
- E. Inserting and Deleting Worksheets
- F. Renaming a Worksheet Tab
- G. Color Coding the Worksheet Tab

III. Building Calculations

- A. What is a Formula?
- B. Entering Formulas
- C. Error Messages in Formulas
- D. Entering Formulas with Constants



- E. Entering Formulas with Multiple Operators
- F. Using the AutoSum Button
- G. Creating Additional Statistical Functions
- H. Using the Insert Function List

IV. Moving, Copying, and Filling Data

- A. Moving/Copying Data with Cut and Paste
- B. Moving/Copying Data with Insert Cut Cells
- C. Moving/Copying Data by Dragging
- D. Filling Data
- E. Creating a Series
- F. What is a Relative Cell Reference?