

Excel Basics-Online

Audience	This course is appropriate for learners who are familiar with the personal computer and Windows. No previous knowledge of Excel or worksheets is required.
Description	The course uses a combination of lecture and hands-on practice to familiarize students with Excel. Students learn workbook and worksheet structure, creating worksheets, entering and editing data, building formulas, and printing.
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 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■ Create and apply formulas■ Move, copy, and fill data■ Edit data in a worksheet■ Insert and delete rows■ Change column widths■ Format data in a worksheet for viewing and printing■ Print preview and print a worksheet■ Change print options
Length	3 hours

I. Excel Basics

- A. Identifying Excel Screen Objects
- D. Moving Around a Worksheet
- E. Entering Data
- F. Saving a Workbook
- G. Opening Workbooks
- H. Closing the Workbook and Exiting Excel
- I. Creating a New Workbook
- J. Using Help
- K. Selecting Cells, Rows, Columns and Worksheets

II. Building Calculations

- A. What is a Formula?
- B. Entering Formulas
- C. Entering Formulas with Constants
- D. Entering Formulas with Multiple Operators
- E. Using the AutoSum Button
- F. Moving/Copying Data with Cut/Copy and Paste
- G. Filling Data
- H. What is a Relative Cell Reference?



**III. Editing and Formatting
Information in the Worksheet**

- A. Editing Data in a Cell
- B. Clearing Data
- C. Undoing Actions
- D. Changing Column Widths
- E. Inserting Cells, Rows, or
Columns
- F. Changing the Alignment of
Cells
- G. Formatting Numbers
- H. Clearing Formats
- I. Print Previewing a Worksheet
- J. Setting up the Page for
Printing
- K. Changing Page Orientation,
Scaling and Margins
- L. Printing a Worksheet