

Excel 2019/365

Introductory Course Manual Outline

Objectives:

This course is an Introduction to Excel and to spreadsheets. It assumes that you have never used Excel and explains from the beginning what Spreadsheets are and how they work. It teaches you how to Create, Edit, Open and Save a Workbook as well as Basic Formatting and Printing of your Worksheet.

Content

Lesson 1: Getting Started with Excel

In this lesson you will develop an understanding of Excel terminology and the different components of the Excel workbook. By having a good understanding of the working environment, you can confidently and quickly work with Excel

Lesson 2: Workbooks and Worksheets

In this lesson you will learn to create workbooks, and the worksheets within them.

Lesson 3: File Operations

This lesson covers the file operations necessary for saving and accessing Excel files.

Lesson 4: Entering data into your Worksheet

In this lesson you will learn how to effectively enter data into a worksheet. You will develop an understanding the fundamentals of data entry and how to adjust your worksheet to accommodate data.

Lesson 5: Creating calculations

In this lesson, you will learn the fundamentals of creating calculations in Excel. Understanding how to write formulas and use the built-in Excel functions is an essential part of using Excel. This chapter is focused on the creation of formulas and introducing the most commonly used Excel functions.

Lesson 6: Editing

In this lesson we will learn how to modify data in the worksheet. We will learn how to move and copy data in a worksheet, between worksheets and workbooks. Finally we will learn how to use the built-in Spell checker

Lesson 7: Formatting Worksheets

In this lesson we learn how to format worksheet for effective presentation.

Lesson 8: Printing

In this lesson, we look at how to view a worksheet before printing to ensure the layout is correct, and how to print all or part of a workbook
