



Introduction to Excel Class Outline

Lesson 1: Excel Terminology

- Start Excel
- Add A Shortcut To Start Excel
- Open A Workbook
- The Ribbon
- The Quick Access Toolbar
- Formula Bar / Name Box
- Sheets
- Cells
- Ranges

Lesson 2: Navigation Techniques

- Navigate Using The *Keyboard*
- Navigate Using The *Mouse*
- Navigate Using *Goto*
- Navigate Using The *Name Box*

Lesson 3: Enter And Edit Text

- In Cell Editing
- Formula Bar Editing
- Cut / Paste / Drag and Drop
- Copy
- Autofill
- Undo
- Erase

Lesson 4: Formulas And Functions

- Add Numbers In Cells With Formulas
- Autosum
- Relative And Absolute References
- Average
- Today's Date
- Payments/Loan Calculations
- Vlookup
- SumIfs
- PivotTables

Excel Databases

- Sort
- Filter
- Subtotal

How To Create New Excel Workbooks

- Use A Template
- Start From Scratch
- 3-D Formulas

Format Excel Spreadsheets

- Font/Size/Style/Color
- Cell Borders and Fills
- Rotate Text
- Alignment
- Wrap Text
- Number Formats
- Date Formats
- Tables
- Conditional Formatting

Print Excel Spreadsheets

- Custom Headers and Footers
- Repeat Header Rows
- Change To Landscape Orientation
- Print Preview

Excel Charts

- Ways To Create A Chart
- Format A Chart
- Draw On A Chart

Excel Help Resources