



Basics of Microsoft Excel
Wednesday, May 26, 2010
3:30-5:00pm



3:30-3:45 Introduction to class
3:45-4:45 Class Curriculum
4:45-5:00 Explore!!

- **Class Curriculum/Outline**

1. The parts of the workbook
 - Cells
 - Columns
 - Rows
 - Sheets
 - Menu vs. Panels
 - Inserting
 - Deleting
 - Formatting
 - .xls vs. .xlsx
2. Entering and correcting data
 - Formula bar
 - Formatting cells (font type, font size, color, sizing...)
 - Auto fill
 - Fill down
 - Clear
 - Delete
3. Sorting and Filtering in a spreadsheet
 - Header row
 - Sort A→Z and Z→A
 - Auto filter
4. Adding Formulas
 - Sum
 - Average
 - Count
 - Min.
 - Max
5. Creating Charts

6. Printing
 - Formatting the sheet
 - Print guides
 - Print preview
7. Using excel for mail merge
 - From excel to Microsoft word
8. Using Excel with Ipass