Microsoft Excel Basics – Outline and Schedule

This 1-day class is a hands-on introduction to Microsoft Excel

Course Objectives
Upon successful completion of this course, students will be able to:

- how to navigate worksheets
- enter and edit text values, formulas, and pictures
- move and copy data
- learn about absolute and relative references, work with ranges, rows, and columns
- learn simple functions
- basic formatting techniques
- and how to manage large workbooks

Target Audience
For those who are beginners in using Microsoft Excel and need to be more proficient in Excel to get the job done- Engineering, Administrators

Prerequisite
-At least one year experience using Windows 10, 8, or 7

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Time	Subjects
9.00 -10.30 am	**Module 1**: **Getting Started with Microsoft Excel** • Spreadsheet terminology • The Excel environment • Getting help • Navigating a worksheet
10.30 -11.30 am	**Module 2: Entering and editing data** • Entering and editing text and values • Entering and editing formulas • Working with pictures • Saving and updating workbooks
11.30 -12.30 pm	**Module 3: Modifying a worksheet** • Moving and copying data • Moving and copying formulas • Absolute and relative references • Inserting and deleting ranges, rows, and columns **Module 4: Using functions** • Entering functions • Auto Sum • Other common functions
12.30 -1.30 pm	Lunch
1.30 - 3.00 pm	**Module 5: Formatting** • Text formatting • Row and column formatting • Number formatting • Conditional formatting • Additional formatting options
3.00 -4.30 pm	**Module 6: Printing** • Preparing to print • Page Setup options • Printing worksheets
4.30 . 5.00 pm	**Module 7: Graphics and screenshots** • Conditional formatting with graphics • SmartArt graphics • Screenshots

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