



EXCEL

Excel Basics: Focus is on creating spreadsheets

- The Excel Window
- Formula Bar
- Cells: navigating, selecting, data entry, correct errors
- Getting HELP in Excel
- Workbooks and Sheets
- Views
- Gridlines/Borderlines/Underlines – What’s the diff?
- Creating a Spreadsheet
- Adjust Column Row Height/Widths
- Insert Rows/Columns:
- Center Title for a Spreadsheet
- Cell Formats
- Copy/Fill
- Formulas
- Order of Operators
- Relative/Absolute Reference
- AutoCalculate
- Quickly create new time periods going forward
- Print Preview and Print Setup
- Spell Check
- Keyboard Shortcuts

Excel Database Features – Focus is on managing “list style” data

- Rules for creating a database
- Format a Database
- Sorting the Database
- Find Keywords
- Filtering
- Subtotal Database Info
- Working With Large Spreadsheets
- Set Page Breaks
- Pivot Tables
- Import/Export Data
- Review of key formula concepts covered in beginning