



EXCEL

Excel Basics: Focus is on creating a spreadsheet

- The Excel Window
- Formula Bar
- Cells: navigating, selecting, data entry, correct errors, Excel's different pointers
- Using HELP in Excel
- Workbooks and Sheets, moving, naming, copying, inserting, deleting
- 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
- Basic Formulas, formula tools, formula structure, formula behavior
- Order of Operators (math reminder)
- Relative/Absolute Reference (related to formula behavior)
- AutoCalculate
- Productivity Tips: creating future spreadsheets instantly
- Views
- Print Setup
- Spell Check
- Print Preview
- Keyboard Shortcuts

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

- Rules for creating a database
- Format a Database
- Sorting and filtering the Database
- Find Keywords
- Subtotal Database Info
- Viewing large Excel files – Printing large Excel files
 - Print titles, margins, freeze panes, window split, page breaks
- Pivot Tables
- Import/Export Data
- Create Mail Labels