

## Excel: Module I

This instructor-led course presents the basic concepts of Excel. You will be introduced to Excel features and the steps required to use the features correctly. The Learning Guide includes a CD containing the exercise files used in class.

**Course Length:** 1 day

**Prerequisites:** General knowledge of Windows

### What's in Excel: Module I?

This course teaches you how to create modify and format worksheets, format and print worksheets, and work with formulas, functions, and charts.

### Why do I need Excel: Module I?

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of Excel features.
- ✓ Provides hands-on experience using Excel.

## Course Outline

### Lesson 1: Getting Started w/ Excel

- ✓ Exploring Spreadsheet Uses
- ✓ Defining Workbooks/Worksheets
- ✓ Starting Excel
- ✓ Using the Office Assistant
- ✓ Moving Around Worksheets
- ✓ Exiting Excel

### Lesson 2: Creating Worksheets

- ✓ Creating New Workbooks
- ✓ Using the AutoComplete Feature
- ✓ Saving and Closing New Workbooks

### Lesson 3: Modifying Worksheets

- ✓ Opening Existing Workbooks
- ✓ Copying Worksheet Data
- ✓ Moving Worksheet Data
- ✓ Cutting and Pasting Data
- ✓ Deleting Data and Reversing Actions
- ✓ Saving Existing Workbooks

### Lesson 4: Formatting Worksheets

- ✓ Inserting and Deleting Rows/Columns
- ✓ Changing Column Widths/Row Heights

- ✓ Using Numeric Formats
- ✓ Changing the Alignment of Data
- ✓ Using Conditional Formatting

### Lesson 5: Printing Worksheets

- ✓ Previewing Print Jobs
- ✓ Using Page Break Preview
- ✓ Defining Page Setup Options
- ✓ Creating Headers and Footers
- ✓ Printing Worksheets

### Lesson 6: Formulas Functions

- ✓ Using Formulas
- ✓ Creating Formulas
- ✓ Editing Formulas
- ✓ Using Relative Cell References
- ✓ Using Absolute Cell References
- ✓ Using Mixed Cell References
- ✓ Using Functions
- ✓ Using AutoSum
- ✓ Using AutoCalculate

### Lesson 7: Using Multiple Worksheets

- ✓ Working with Multiple Worksheets
- ✓ Moving Between Worksheets

- ✓ Inserting and Deleting Worksheets
- ✓ Moving and Copying Data Between Worksheets
- ✓ Grouping Worksheets
- ✓ Creating 3-Dimensional Formulas
- ✓ Renaming Worksheets

### Lesson 8: Enhancing Worksheets

- ✓ Enhancing Text
- ✓ Changing Text and Font Attributes
- ✓ Adding and Modifying Borders
- ✓ Creating and Modifying 3-Dimensional Objects

### Lesson 9: Using Styles and Auto Formats

- ✓ Using Styles
- ✓ Creating Styles
- ✓ Formatting Cells with Styles
- ✓ Modifying and Deleting Styles
- ✓ Using AutoFormats

### Lesson 10: Working with Charts

- ✓ Creating Charts
- ✓ Formatting Charts
- ✓ Modifying Charts
- ✓ Resizing and Moving Charts
- ✓ Editing Chart Data
- ✓ Placing and Modifying Data Tables in Charts
- ✓ Printing Charts