



Professional IT Services

Serving the entire West Sound, Sequim, and Surrounding Areas

Excel Basics Class

(1.5-2 hours)

Overview:

Microsoft Excel tends to have an intimidating stigma. The good news is, we are here to walk you through the basics of this program. Excel can help you accomplish personal tasks as well as workplace responsibilities (and now-a-days, most jobs require basic Excel skills!).

Excel allows you to be organized, problem solve efficiently, and think critically. Many people are aware that this program allows you to make tables, but there is much more to it! Excel allows you to organize data in a way that is easy to navigate, do basic and complex mathematical functions (like a calculator!), turn pages of data into helpful graphics and charts, analyze data and make predictions for the future, and save you time.

Whether you want to log your personal expenses in a more organized way, keep an organized mailing list for your business, or you just want to learn a new skill, this class will help.

Objectives:

This course is designed to provide users with an understanding of Excel concepts. It explores the structure of Excel basics and demonstrates techniques with spreadsheets. This course includes Excel concepts that include: Creating and modifying a spreadsheet, entering text and values, creating formulas and functions, using autofill, formatting, inserting and deleting columns and rows, printing and saving, and page options.

Registration:

Call our office to register for a class, discuss pricing, or ask for more information. Registration is required for all classes, must be done at least 24 hours in advance, and is on a first-come, first-served basis. Payment is required upon registration. Because of the limited class sizes, classes are non-refundable; however, reschedule requests can be made up to 24 hours in advance.

Prerequisites:

Introduction to Excel

Familiarity with Microsoft Windows and Basic Navigation



Course Content:

1. Getting Started

- a. Starting Excel
- b. Understanding the Display Screen
- c. Working with the Ribbon
- d. Working with the Quick Access Toolbar
- e. Exploring the File Tab
- f. Opening a Workbook
- g. Managing Open Workbooks
- h. Using Excel Help

2. Entering Data

- a. Moving the Cell Pointer
- b. Selecting a Range of Cells
- c. Creating a New Workbook
- d. Entering Constant Values
- e. Saving a Workbook
- f. Editing Cell Contents
- g. Clearing Cell Contents
- h. Working with Undo and Redo
- i. Closing a Workbook
- j. Exiting Excel

3. Using Formulas

- a. Entering Formulas
- b. Using the SUM Function
- c. Summing Columns or Rows Automatically
- d. Using Statistical Functions
- e. Working with the Range Finder
- f. Using Formula Error Checking

4. Working with Constant Values and Formulas

- a. Copying and Pasting Constant Values and Formulas
- b. Moving and Pasting Constant Values and Formulas
- c. Using Collect and Paste
- d. Using AutoFill

5. Formatting Worksheets

- a. Formatting Numbers
- b. Changing the Font Format
- c. Aligning Cell Contents
- d. Merging Cells
- e. Adding Borders
- f. Applying Cell Styles

6. Modifying Columns and Rows



- a. Changing Column Width and Row Height
 - b. Using AutoFit
 - c. Inserting and Deleting Columns or Rows
 - d. Hiding Columns or Rows
 - e. Using Custom Worksheet Views
- 7. Editing Workbooks**
- a. Working with AutoCorrect
 - b. Checking Spelling
 - c. Using Find and Replace
- 8. Printing Worksheets**
- a. Using Print Preview
 - b. Using Page Setup Tools
 - c. Working in Page Layout View
 - d. Creating a Header and Footer
 - e. Using Page Break Preview
 - f. Printing a Worksheet
- 9. Q&A**