Introduction to Microsoft Office Excel 2007/2010
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Prerequisites for the Introduction to Microsoft Excel Course

- Possession of the skills that are acquired in one of our Windows course.
- Have used a computer with either the Windows or Mac operating system.
- Owns a computer that has the Microsoft Excel 2007 or 2010 software package
- Commitment to spend at least one to two hours per week practicing the skills introduced in the course.

Materials: Flash Drive (also known as a thumb drive)

Session 1 (Introduction, Lesson 1)
- Introduction of Class members, Windows, Microsoft Office, and Spreadsheeting
- Review menu options and Excel 2007 Environment

Session 2 (2007 Lesson 2 and 2000 Lesson 2.1)
- How to open an existing worksheet and a new one
- Entering and deleting text and saving a worksheet (Excel 2007 Lesson 2 exercise)
- Entering and deleting text (Excel 2000 Lesson 2.1 exercise)

Session 3 (2007 Lesson 3)
- Manipulating columns and rows and Entering More Data (Lesson 3)

- Constructing simple formulas (Lesson 5 and Excel 2000 Lesson 2 exercise, Part 2)

Session 5 (Lessons 8 and 9)
- How to construct complex formulas (Lesson 8)
- Working with basic calculation functions (Lesson 9)

Session 6 (2003 Lesson 4)
- Class exercise
- More formula construction (Excel 2000 Lesson 4 exercise)

Session 7 (Lessons 6 and 4)
- How to move and copy data and formulas (Lesson 6)
- Formatting text and numbers (Lesson 4)

Session 8 (Lessons 11 & 12)
- How to change the appearance of a spreadsheet (Lesson 11)
- How to change the appearance of a spreadsheet (Lesson 12)

Session 9 (Lesson 16)
- How to use the chart functions of EXCEL

Session 10 (Lessons 7)
- How to use the print functions in EXCEL

Session 11 (Lesson 10)
- Sorting and filtering data

Session 12 (Lesson 13 & 14)
- Manipulating worksheets
- Templates
- Grade book problem (distribute)

Session 13 (Lesson 15)
- Review grade book problem
- Goal seek
- Other functions