Microsoft EXCEL Introduction

Syllabus

An introductory course for students who have a working knowledge of Windows and have access to Microsoft EXCEL on their home computers.

Session 1
  o Review of Microsoft Windows and Office
  o Structure of a Spreadsheet

Session 2
  o Using Office Assistant
  o Opening an Existing Workbook

Session 3
  o Entering Text and Formulas

Session 4
  o Entering Text and Formulas (Continued)

Session 5
  o Entering Text and Formulas (Continued)

Session 6
  o Moving and Copying Data and Formulas

Session 7
  o Constructing a Formula

Session 8
  o Changing the Appearance of a Spreadsheet

Session 9
  o Printing a Spreadsheet

Session 10
  o Using Chart Functions

Session 11
  o Using Chart Functions (Continued)

Session 12
  o Designing a Spreadsheet

Session 13
  o Designing a Spreadsheet (Continued)

Session 14
  o Using Advanced Functions