Introduction to Microsoft Office Excel 2007/2010/2013/2016/2019

Time Frame: 13 sessions, One hour and fifteen minutes each

Place: Computer Lab. Twelve PCs, each of which has access to
Microsoft Excel 2007/2010/2013/2016/2019

Level: Introductory level course for people who have a **working knowledge of Windows and have access to Microsoft Excel 2007, 2010, 2013, 2016 or 2019** on their home computers.

Reference: http://www.gcflearnfree.org/excel2007 or
http://www.gcflearnfree.org/excel2010 or
http://www.gcflearnfree.org/excel2013 or
http://www.gcflearnfree.org/excel2016 or
http://www.gcflearnfree.org/excel2019

Objectives for the Introduction to Microsoft Excel Course

As a result of taking the Introduction to Microsoft Excel 2007/2010/2013/2016/2019 Course, students will be able to:

- Identify the different components of the Excel worksheet.
- Differentiate between an Excel workbook & worksheet.
- Open an existing workbook and create a new workbook
- Enter text and formulas into an Excel spreadsheet
- Enhance alpha and numeric data in an Excel worksheet
- Move & copy alpha and numeric data
- Construct formulas to manipulate numeric data in an Excel Worksheet
- Create a spreadsheet to tabulate and record numeric values
- Change the appearance of an Excel spreadsheet
- Use the print function to create a printable copy of data stored on an Excel spreadsheet.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Use at least four functions that are stored in Excel.
- Access and manipulate data using the database functions of Excel.

Pre-requisites 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 Office Integrated software package installed (Office 2007 minimum)
- Commitment to spend at least one to two hours per week practicing the skills introduced in the course.