



MONROE BUSINESS ASSOCIATES INTRODUCTION TO EXCEL

6 hours

Who should attend:

Individuals attending this course should be familiar with the Windows operating system and are using Excel for the first time.

Prerequisites:

A working knowledge of the skills outlined within *Introduction for Windows* is required. No previous Excel experience is required.

Course Outline:

Excel Basics

- Screen Elements
- Workbook Environment
- Opening Excel
- Using Help

Creating a New Excel Worksheet

- Changing the Active Cell
- Entering Data
- Navigating Techniques
- AutoFill
- Mathematical Order of Operations
- Using Formulas
- Copying a Formula
- Saving Files
- Closing a Document

Modifying a Worksheet

- Opening Files
- Selecting Techniques
- Editing Techniques
- Moving/Copying with the Clipboard
- Moving/Copying with Drag and Drop

Formatting a Worksheet

- Number Formatting
- Text Formatting
- Column Formatting
- Using the Drawing Toolbar

Printing

- Print Preview
- Page Setup
- Page Breaks
- Printing Titles
- Printing Dialog Box

Spell Checking

- Spelling

Using Multiple Sheet Workbooks

- Grouping
- Linking Worksheets

Absolute Reference

- Understanding Absolute Reference