



## MONROE BUSINESS ASSOCIATES EXCEL REFRESHER

*3 hours*

### **Who should attend:**

Individuals attending this course should be familiar with the Excel. Perhaps you took a class a long time or self taught yourself.

### **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