

Intro to Spreadsheets Class Outline

Class Description:

This class will provide an introduction to using Microsoft Excel, a spreadsheet program for business and/or personal use. Learn how to create a simple spreadsheet, edit and format the spreadsheet, and perform calculations. Class will also cover how to save, print, and open files.

Class Length: 2 hours

Introduction:

Spreadsheet programs allow users to develop a number of documents that can be used for both professional and personal use. Users can store data, perform calculations, and display values or figures graphically. A spreadsheet may be used to calculate the earnings of business products for the year, or it simply may be used to keep track of monthly bills. This class is targeted at beginning users and is intended to provide the basics for using a spreadsheet program.

Objectives:

- Learn basic navigation skills to effectively use the Microsoft Excel program.
- Create and edit a simple spreadsheet.
- Format the spreadsheet and perform calculations.
- Preview, print, save, and open files.

Exercises:

1) Understanding Spreadsheet Basics

- What Is a Spreadsheet Program?
- Access Microsoft Excel
- Explore the Excel Window

3) Calculating and Formatting

- Use AutoSum
- Format Values
- Format Cells

2) Creating A Simple Spreadsheet

- Enter Data and Edit Cell Contents
- Navigate and Select Cells
- Move and Copy Cells
- Save File to Disk

4) Page Layout and Printing

- Access Print Preview
- Adjust the Page Layout
- Print the File
- Open File