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| **Courses - Microsoft Excel 101** |
| **Teacher's Outline** |

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| **Microsoft Excel 101 Tutorial Outline****1. INTRODUCTION**ObjectivesPre-RequisitesImportant concepts**2. PARTS OF THE EXCEL SCREEN**Starting ExcelParts of the screenTitle BarWorkbook nameSpreadsheets DefinedMaximizeMinimizeCloseTwo sets of max/min/close buttonsMenubarToolbarsStandard toolbarFormatting toolbarFormula BarThe Spreadsheet WindowColumns v. RowsNames of Columns and RowsColumn and Row HeadersCellsNames of CellsThe Cell Name BoxThe Mouse Pointer in ExcelScroll Bars and their use in ExcelThe Task PaneSheet TabsStatus BarAdjustments to Excel for classClosing the Task PaneMoving Toolbars AroundFloating v. Docked Toolbars**3. ENTERING DATA**Creating a sales summary sheetEntering text in ExcelTyping data into a cellEntering a full column of dataPressing ENTER, TAB, or ARROW KEYSUsing the Mouse to move aroundUsing the keyboard to move around**4. EDITING DATA**Editing data in a cellOvertyping your dataReplacing data in your cellsEditing data using the Formula BarEditing a cell by double-clickingDeleting data in a cellUsing UNDO in ExcelUsing REDO in Excel**5. FORMATTING OUR SHEET**A Cell Range definedCell Range Notation (A1:B5)Highlighting (selecting) ranges of cellsFormatting your textHorizontal cell alignmentAlign Right, Left, CenterBold, Italics, UnderlineChanging Fonts, Font SizeResizing ColumnsChanging Column WidthResizing RowsResizing Columns Automatically with Double-ClickBackground Color / Fill ColorForeground Color / Font Color**6. BASIC MATH**Moving to a different sheet tabUsing a "scratch" sheetBasic math operatorsAdding two cells togetherDemonstrate auto-recalculationResult on sheet, formula in formula barAdditionSubtractionMultiplicationDivisionExponentiationClearing a range of cellsAdding a range of cellsTaking the average of a range of cellsOrder of OperationsUsing parentheses in math operations**7. FUNCTIONS, PART ONE**Functions definedWhat is a functionThe SUM functionThe AVERAGE functionUsing the mouse with functionsSelecting function ranges with the mouseThe MAX, MIN, and COUNT functions**8. FUNCTIONS, PART TWO**Adding functions to our sales summary sheetTotalling each month's salesTotalling each sales rep's salesCalculating a grand totalCalculating sums for columns and rowsPractical application for our student gradebook**9. CUT, COPY, PASTE, AUTOFILL**Copying and pasting a formulaExcel adjusting formula automaticallyUsing AutoFill to copy a formulaThe AutoFill HandleCommon mistakes while trying to AutoFillMoving cells by click and dragAutoFill Series: Months**10. SAVING, LOADING, PRINTING**Saving your workbookSaving with the floppy disk (save) buttonSaving to your "My Documents" folderEntering a filenameClosing ExcelReloading your workbookUsing the Task PaneUsing the File Menu OptionUsing the Windows Documents optionsPrinting your spreadsheetFile, PrintPrint Options**11. REVIEW**Review topics |

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