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|  | |  | | --- | |  | | |  | | --- | | **Courses - Microsoft Excel 101** | | **Teacher's Outline** | | |  | | **Microsoft Excel 101 Tutorial Outline**  **1. INTRODUCTION** Objectives Pre-Requisites Important concepts  **2. PARTS OF THE EXCEL SCREEN** Starting Excel Parts of the screen Title Bar Workbook name Spreadsheets Defined Maximize Minimize Close Two sets of max/min/close buttons Menubar Toolbars Standard toolbar Formatting toolbar Formula Bar The Spreadsheet Window Columns v. Rows Names of Columns and Rows Column and Row Headers Cells Names of Cells The Cell Name Box The Mouse Pointer in Excel Scroll Bars and their use in Excel The Task Pane Sheet Tabs Status Bar Adjustments to Excel for class Closing the Task Pane Moving Toolbars Around Floating v. Docked Toolbars  **3. ENTERING DATA** Creating a sales summary sheet Entering text in Excel Typing data into a cell Entering a full column of data Pressing ENTER, TAB, or ARROW KEYS Using the Mouse to move around Using the keyboard to move around  **4. EDITING DATA** Editing data in a cell Overtyping your data Replacing data in your cells Editing data using the Formula Bar Editing a cell by double-clicking Deleting data in a cell Using UNDO in Excel Using REDO in Excel  **5. FORMATTING OUR SHEET** A Cell Range defined Cell Range Notation (A1:B5) Highlighting (selecting) ranges of cells Formatting your text Horizontal cell alignment Align Right, Left, Center Bold, Italics, Underline Changing Fonts, Font Size Resizing Columns Changing Column Width Resizing Rows Resizing Columns Automatically with Double-Click Background Color / Fill Color Foreground Color / Font Color  **6. BASIC MATH** Moving to a different sheet tab Using a "scratch" sheet Basic math operators Adding two cells together Demonstrate auto-recalculation Result on sheet, formula in formula bar Addition Subtraction Multiplication Division Exponentiation Clearing a range of cells Adding a range of cells Taking the average of a range of cells Order of Operations Using parentheses in math operations  **7. FUNCTIONS, PART ONE** Functions defined What is a function The SUM function The AVERAGE function Using the mouse with functions Selecting function ranges with the mouse The MAX, MIN, and COUNT functions  **8. FUNCTIONS, PART TWO** Adding functions to our sales summary sheet Totalling each month's sales Totalling each sales rep's sales Calculating a grand total Calculating sums for columns and rows Practical application for our student gradebook  **9. CUT, COPY, PASTE, AUTOFILL** Copying and pasting a formula Excel adjusting formula automatically Using AutoFill to copy a formula The AutoFill Handle Common mistakes while trying to AutoFill Moving cells by click and drag AutoFill Series: Months  **10. SAVING, LOADING, PRINTING** Saving your workbook Saving with the floppy disk (save) button Saving to your "My Documents" folder Entering a filename Closing Excel Reloading your workbook Using the Task Pane Using the File Menu Option Using the Windows Documents options Printing your spreadsheet File, Print Print Options  **11. REVIEW** Review topics | |

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