



**COURSE DESCRIPTION:** For the new spreadsheet user. Students will learn statistical analysis skills and create formulas and functions and explore spreadsheet formatting, printing and charting.

**COURSE OBJECTIVES:**

1. Become comfortable with the environment and navigation of Excel spreadsheets.
2. Use formulas and functions
3. Format a worksheet
4. Print a worksheet
5. Develop basic skills in creating charts.

**OUTLINE OF TOPICS TO BE COVERED**

- Environment and Navigations
  - o Ribbon
  - o Dialog Box Launcher
  - o Live Preview
  - o Contextual Tabs
- Enter, Edit Numbers and Text
- Formulas
- Functions
- Fill Handle
  - o Replicate (copy)
  - o Extend Series
  - o Clear
- Link Formulas
- Cut
- Copy and Paste
- Paste Special
- Formatting a Worksheet
  - o Formatting worksheet cells
  - o Number formats and text alignment
  - o Copying and pasting formats
  - o Special and custom formatting
- Printing a worksheet
  - o Spell Check
  - o Using the Print Preview command
  - o Print Range vs. Print What
- Introduction to Charts

**Hours: 6**