Course Title: Microsoft Excel I

Course Description:
This class introduces basic spreadsheet concepts of Microsoft Excel and identifies the advantage of using electronic worksheets. Topics include creating, editing, formatting, and printing worksheets; creating simple formulas; writing formulas using Excel functions; Excel charts; and using the Help system.

Course Prerequisite(s): Microsoft Windows

Course Objectives:
Learn to create, edit, format and print worksheets; create simple formulas; write formulas using Excel functions; Excel charts; use the Help system.

Textbook(s):
Microsoft Excel 2010: Level 1
Labyrinth Learning
ISBN: 1-59136-313-6

Next Class Possibilities:
Microsoft Excel II

Lesson Plan – by week or session
Session 1: Exploring Excel 2010
  • Presenting Excel 2010
  • Starting Excel
  • Exploring the Excel program window
  • Working with tabs and ribbon
  • Entering data in Excel
  • Working with numbers
  • Understanding save concepts

Session 2: Editing, Viewing, and Printing Worksheets
  • Opening workbooks
  • Editing entries
  • Selecting cells and ranges
  • Working with cut, copy, and paste
  • Using undo and redo
  • Clearing cell contents and formats
  • Using auto features
  • Exploring the many views of Excel
  • Printing worksheets
  • Editing Workbook properties
Session 3: **Working with Formulas and Functions**
- Working with formulas and functions
- Creating formulas
- Using cell references in formulas
- Modifying and copying formulas
- Displaying and printing formulas
- Using formula AutoComplete
- Using the insert function
- Creating formulas with the IF function

Session 4: **Formatting the Contents of Cells**
- Formatting worksheets
- Using Excel’s alignment and indent features
- Using Excel’s text control options
- Formatting numbers
- Using the format cells dialog box
- Applying borders and fills to cells
- Working with format painter and quick styles
- Formatting with themes
- Inserting date functions and formatting
- Creating custom formats
- Working with conditional formatting

Session 5: **Changing the Appearance of Worksheets**
- Managing worksheets
- Modifying columns and rows
- Inserting and deleting columns, rows, and cells
- Formatting and Hiding columns and rows
- Changing vertical alignment and rotating text
- Using Excel’s find and replace command
- Using AutoCorrect

Session 6: **Charting and Transmitting Worksheet Data**
- Creating charts in Excel
- Moving and sizing embedded charts
- Exploring chart types
- Modifying existing charts
- Applying layouts and styles to charts
- Previewing and printing charts
- Emailing a workbook
- Importing data into Excel via a Web Query