Course Title: Microsoft Excel in a Day

Course Description:
Use Excel to create and modify simple spreadsheets and charts. Create new worksheets and open existing ones; use text, values and formulas; use the most efficient data entry techniques and discuss productivity tips; format numbers in cells and ranges; create simple charts and utilize the many other tools in this useful software application.

Course Prerequisite(s):
Microsoft Windows

Course Objectives:
Student will be able to create and modify simple spreadsheets and charts. Create new worksheets and open existing ones; use text, values and formulas; use the most efficient data entry techniques and discuss productivity tips; format numbers in cells and ranges; create simple charts.

Textbook(s):
Microsoft Excel 2013: Level 1
Labyrinth Learning

Next Class Possibilities: Intermediate Excel in a Day

Lesson Plan – by week or session
AM: Exploring Excel 2013
    Editing Worksheets
    Changing the Appearance of Worksheets
PM: Working with Formulas and Functions
    Formatting Cell Contents, Basic Skills
    Charting Worksheet Data