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 2013: Level 1
Labyrinth Learning
ISBN: 1-59136-491-4

Next Class Possibilities:
Microsoft Excel II

Lesson Plan – by week or session
Session 1: Exploring Excel 2013
• Presenting Excel 2013
• Starting Excel
• Exploring the Excel program window
• Entering data in Excel
• Working with numbers
• Understanding save concepts
• Closing Workbooks

Session 2: Editing Worksheets
• Opening workbooks
• Editing entries
• Selecting cells and ranges
• Working cut, copy, and paste
• Using undo and redo
• Clearing cell contents and formats
• Using auto features
• Using AutoCorrect
Session 3:  **Changing the Appearance of Worksheets**
- Exploring the many views of Excel
- Printing worksheets
- Editing Workbook properties
- Managing Worksheets
- Copying and hiding Worksheets
- Modifying columns and rows
- Inserting and deleting columns, rows, and cells
- Formatting and hiding columns and rows
- Changing vertical alignment and rotating text

Session 4:  **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 insert function
- Creating formulas with the IF function

Session 5:  **Formatting Cell Contents, Basic Skills**
- 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
- Using Excel's find and replace commands

Session 6:  **Charting Worksheet Data**
- Creating charts in Excel
- Moving and sizing embedded charts
- Exploring other chart types
- Modifying existing charts
- Applying layouts and styles to charts
- Creating Trendlines
- Creating Sparklines in cells
- Previewing and printing charts