

MS Excel Basic Agenda

Exercise 1	Creating a simple spreadsheet Entering data Editing the worksheet Formulae
Exercise 2	Basic Formulas Subtraction Multiplication Division
Exercise 3	Developing the Worksheet Naming the worksheet More formulae
Exercise 4	Changing the look of the worksheet Changing fonts Changing cell dimensions Alignment Adding a border
Exercise 5	Printing the spreadsheet Print preview Scaling the print Changing the set-up
Exercise 6	Editing the worksheet Clearing and deleting cells
Exercise 7	Comments Adding comments and text boxes to a spreadsheet
Exercise 8	Copying and Pasting Copying and Pasting headings in Excel
Exercise 9	Importing worksheets Linking worksheets Source worksheets Dependent worksheets Paste special
Exercise 10	Common Functions Introduction to the more common functions such as Average, Count, Max and Min
Exercise 11	Creating a chart Creating a column chart Formatting a chart
Exercise 12	Freezing panes Freezing columns or rows in a large spreadsheet