

Goals and Objectives

Goals

- a. To show how and where Microsoft Excel can be effectively and efficiently availed of as a useful business tool.
- b. To develop and improve the users understanding of working with spreadsheets and the various ways spreadsheets can be formatted.

Objectives

After completing this course the user will be able to:

1. Open Microsoft Excel
2. Open existing documents and create new documents
3. Enter, edit and delete text
4. Select cells and format information
5. Insert new rows into the spreadsheet
7. Create formulae
8. Make use of the Auto fill feature
9. Format the appearance of the spreadsheet including text, cell sizes and alignments and placing borders on cells
10. Adjust print settings and print the spreadsheet
11. Add text boxes, and comments to cells
12. Cut copy and paste information
13. Import worksheets into your spreadsheet
14. Linking Worksheets
15. Other functions within Excel
16. Create charts
17. Format charts
18. Freeze columns and rows.

The user will be able to do all of the above as specified in the course exercises using Microsoft Excel