



MS Excel Basics

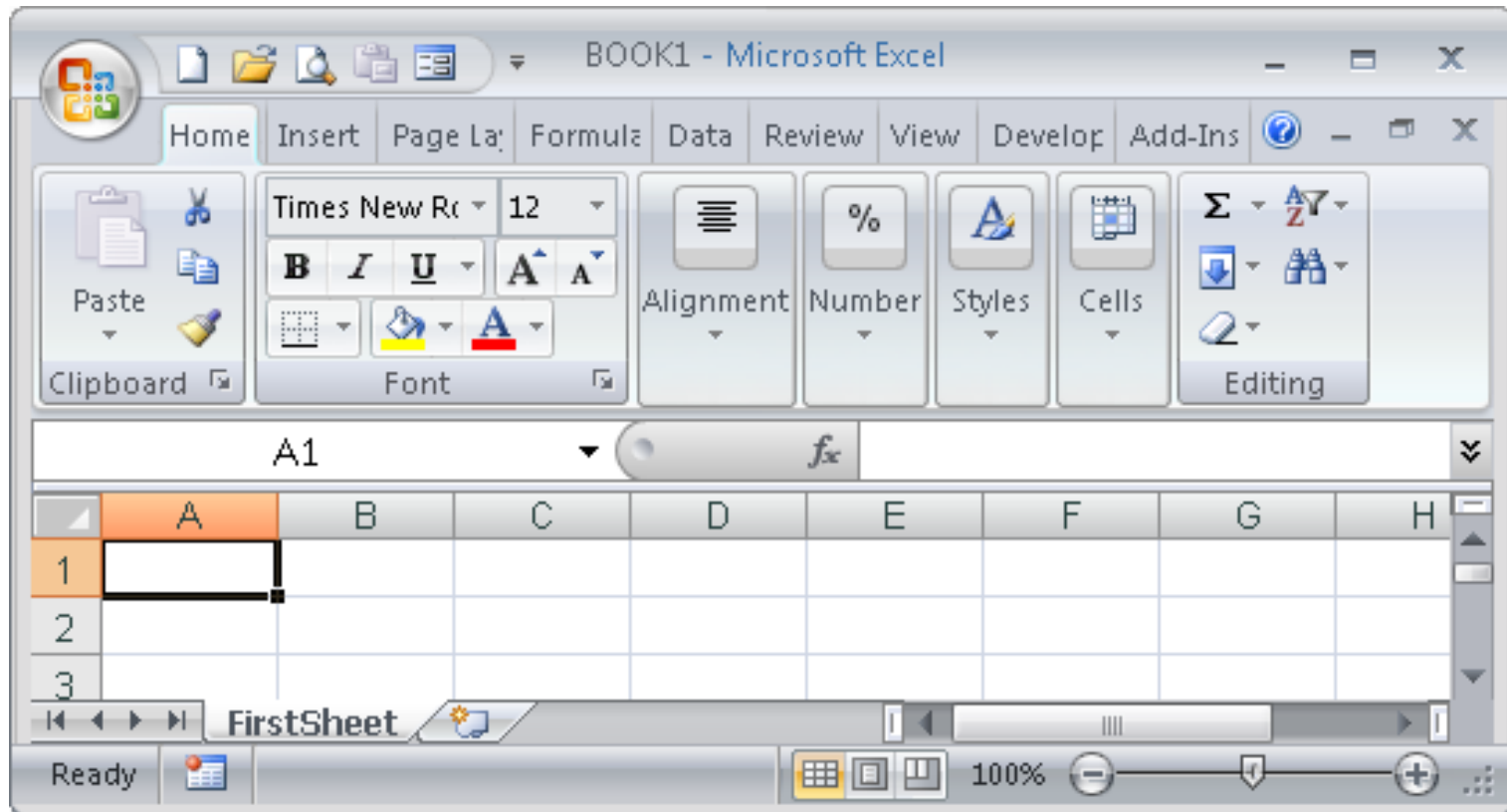
Using Excel

- What Excel Does Best
 - Entering Row / Column Data
 - Using Formulas
 - Graphing Data Entry
 - Goal-Seeking (What-If Scenarios)
- **Mouse & Keyboard Skills become more important!**

Using Excel for the First Time

- ✓ **Learning the Excel Startup Screen**
- ✓ **Creating Workbooks in Excel**
- ✓ **Adding Worksheets in Excel**
- ✓ **Using Cells and Ranges**
 - ✓ **Learning about Row and Column Headings**
 - ✓ **Understanding the Name Box**
 - ✓ **Selecting Cells**
 - ✓ **Selecting Ranges**
 - ✓ **Selecting Columns**
 - ✓ **Selecting Rows**
 - ✓ **Naming Ranges**
- ✓ **Entering and Modifying Data**
- ✓ **Moving or Copying Selected Cells**
- ✓ **Using the Fill-In Function**
- ✓ **Using Formulas**
- ✓ **Formatting Worksheet Cells**
- ✓ **Saving, Previewing and Printing Worksheets**

Excel Startup Screen



Open Excel Program

Creating SpreadSheets

EXERCISE #1: Practicing Formulas

ROW	A	B	C	D	E	F
01	V1	V2	Add	Subtract	Multiply	Divide
02	10	20	30	-10	200	0.5

EXERCISE #2: Take Home Exercises on Library Web Site

Entering & Graphing Billing Information

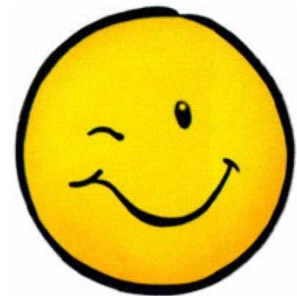
Magic Squares

Printing Excel SpreadSheets

- To print a file, you must have a printer connected to your computer that is turned on, loaded with paper, and ready for printing.
- You also must have the printer software installed on the computer that lets it communicate with the printer.
- Before printing, you can view a file to see how it will look on paper. The **Print Preview** feature lets you to see how your file will look so that you can make any last-minute changes before printing.

CONGRATULATIONS

- Thank You for Attending
- Practice the skills that you've learned
- Come back for more classes!
- Please complete the evaluation form



RESOURCES

WEB SITES

AARP: Learn the Internet

http://www.aarp.org/learntech/computers/basic_web/

Goodwill Community Foundation: Global Learning

<http://www.gcflearnfree.org> (free registration required)

Microsoft: Office product training aids

<http://office.microsoft.com/en-us/training/default.aspx>