Reboot Computer Training

Excel Introduction - Course Outline

Navigate the Excel screen

Worksheet and Workbooks

- Understanding the difference between a workbook and a worksheet
- Creating, Saving, and Closing Workbooks

Using Excel

- Selection Techniques
- Entering information
- Editing information in cells
- Undoing and redoing an action

Manipulating rows and columns

Inserting rows into a worksheet

- Inserting columns into a worksheet

Copying, Moving and Deleting Information

Worksheets

- Inserting and deleting a new worksheet
- Copying or moving worksheets between workbooks

Freezing row and column titles

Using Excel Functions to perform basic calculations

- What is a function?
- SUM, AVERAGE, MAX, MIN and COUNT functions

Writing Formulas

- Create a Formulas
- Copying formulas
- Relative and Absolute cell referencing

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Formatting

- Font formatting
- Alignment formatting
- Format Painter
- Number formatting

Checking spelling in a Worksheet

Printing

- Comparing workbooks side by side
- Previewing a Worksheet
- Setting Up the Page
- Setting the Page Options and Margins
- Adding Headers and Footers
- Inserting and Removing a Page Break
- Printing a Worksheet