A Special Program from the
Office of Human Resources – Training

MICROSOFT EXCEL INTRODUCTION

PROGRAM OVERVIEW:

This spreadsheet package is used to create worksheets with rows and columns of numbers which are summed for budgets and plans, plus formulas for automatic calculations. In this introductory course, the student will learn how to create, edit, format, save, and print worksheets and charts. Introduction to Windows is a prerequisite for this course.

COURSE OUTLINE:

I.   Introduction to worksheets
II.   Creating a basic worksheet
          - Entering text, numbers, and formulas
          - Updating a worksheet
III.   Selecting ranges and entering data in a range
IV.   Working with functions, AutoCalculate and AutoSum
V.   Using Excel Help
VI.   Moving and copying data
VII.   Modifying worksheets
          - Editing cell contents
          - Absolute and circular references
          - Inserting rows and ranges
VIII. Formatting techniques
          - Changing font, column width and alignment
          - Using format painter to copy and paste formats
          - Applying special formats and custom formats
IX.   Creating a chart sheet and an embedded chart
X.   Adding, deleting, moving, and sizing chart items
XI.   Editing, moving, sizing, and printing embedded charts
XII.   Changing chart text, font, border, axis labels and plot area

Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus

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