Objectives for the Introduction to Microsoft Excel Course

As a result of taking the Introduction to Microsoft Excel Course, Students Will Be Able to:

- Identify the different components of the Excel worksheet.
- Differentiate between an Excel workbook & worksheet.
- Use the Office Assistant
- Open an existing workbook and create a new workbook
- Enter text and formulas in to an Excel spreadsheet
- Enhance alpha and numeric date in an Excel Worksheet
- Move & Copy alpha and numeric data
- Construct formulas to manipulate numeric data in an Excel Worksheet
- Create a spreadsheet to tabulate and record numeric values
- Change the appearance of an Excel spreadsheet
- Use the print function to create a printable copy of data stored on an Excel spreadsheet.
- Set up the chart function of Excel to represent numeric data in multiple formats.
- Differentiate between formulas and functions in Excel.
- Use at least four functions that are stored in Excel.
- Access and manipulate data using the database functions of Excel.
- Create simple & complex macros in Excel.

Prerequisites for the Introduction to Microsoft Excel Course

- Possession of the skills that are acquired in our Windows In Practice course.
- Have used a microcomputer with either the Windows or Mac operating system for at least two years.
- Owns a computer that has the Microsoft Office Integrated software package installed (Office 2000 minimum)
- Commitment to spend at least two hours per week practicing the skills introduced in the course.