

# Microsoft Excel

for School Secretaries

Participants will gain hands-on experience in Microsoft Excel by completing instructed led exercises.

<b>Target Audience:</b>	This course is designed for participants who desire to gain the necessary skills to create, edit, format, customize, and print basic worksheets and workbooks using Microsoft Excel.
<b>Hands on Training:</b>	8 hours of hands-on Training
<b>Completion Results:</b>	Upon successful completion participants will be able to create basic, modify, format, and print a worksheet. Perform basic calculations and customize worksheet and manage an Excel workbook
<b>Microsoft Exam:</b>	Prerequisite for MO-200 Microsoft Excel

## Getting Started with Microsoft Excel

- ▶ Understanding the Quick Access Toolbar
- ▶ Using the Expanded Menu Ribbon
- ▶ Understanding the Formula and Status Bar
- ▶ Customizing the Excel Interface
- ▶ Viewing and Zoom Options
- ▶ Freeze Panes

## Create a Basic Worksheet

- ▶ Planning a Worksheet
- ▶ Inserting and Deleting Columns and Rows
- ▶ Deleting Cell Ranges
- ▶ Cut, Copy and Paste
- ▶ Name Ranges

## Performing Calculations in an Excel Worksheet

- ▶ Adding Formulas in a Worksheet
- ▶ Relative Formulas
- ▶ Order of Operations
- ▶ Formatting a Worksheet
- ▶ Inserting Functions in a Worksheet
- ▶ Refill Formulas

## Modifying a Worksheet

- ▶ Edit Worksheet Data
- ▶ Find and Replace Data
- ▶ Manipulate Worksheet Elements

## Modifying the Appearance of a Worksheet

- ▶ Apply Font Properties
- ▶ Add Borders and Colors to Cells
- ▶ Align Content in a Cell
- ▶ Apply Number Formatting
- ▶ Apply Cell Styles

## Managing an Excel Workbook

- ▶ Manage Worksheets
- ▶ View Worksheets and Workbooks

## Printing Excel Workbooks

- ▶ Define the Page Layout
- ▶ Print a Workbook
- ▶ Understanding Print Preview, Page Layout View and Page Setup
- ▶ Printing a Range
- ▶ Other Print Options

## Charts, Organizational Charts

- ▶ Design and format various types of charts and graphs to visually represent data

