

MICROSOFT EXCEL

Lesson Plan - Beginner

- Creating a new document - template
- Cursor movements - arrow changes
- Viewing - Zoom
- Scroll bars
- Right Click Mouse Menu
- Layout - Orientation
- Adding worksheets to a workbook
- Data Format \$ #
- Enlarging columns and rows
- Entering data
- Applying cell borders/shading
- Merge & Center - Alignment
- Simple formulas
- Number formats
- Drag cell to copy items down or across
- Quick Analysis Button
- Filter / Sort data
- Cell color/Font color/Cell Icon
- Repeat data - Ctrl Y Duplicate data - Ctrl D
- Insert Pictures - Shapes - Smart Art
- Insert Headers & Footers
- Freeze Panes - Arrange All
- Find & Replace
- Printing - Selecting Print Area, Select Pages