

Basic Spreadsheet Course Outline

Delivery over one day, but can be divided up into half-day courses depending on demand for topics.

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Spreadsheet Overview

Tabs and ribbons

Using the Quick Access Toolbar

Navigating with a mouse and the keyboard

Selecting multiple cells using the mouse and the keyboard

Selecting entire columns and rows

Entering data

Entering text, numbers, dates

AutoFill

Copy, cut and paste cell contents

Formatting data

Numbers, dates, text, cells

Rows and columns

Insert, copy, move, delete, widen/deepen, freeze rows and columns

Sort and Filter

Sort and filter data

Sharing a worksheet

Save, email your work

Charts

Create a chart using different chart types

Edit a chart

Printing a spreadsheet

Set the print area

Print Preview

Worksheets

Insert, switch, name, copy, move worksheets

Formatting a worksheet

Cell content

Alignment

Borders

Formulas and functions

Formulas

Order of Operators

Functions

Autofill formulas and functions

Relative and absolute cell references

More on entering formulas and functions

Protection

Worksheet and cell protection

Charts

Create a chart using different chart types

Edit a chart