
Excel Part 1: The Basics

Prerequisite:

No computer experience required

Instructor**Email:**

cwagner@ConejoAdultEd.org

School Phone

805-497-2761

Room Location

Room Rm 9

Overview:

It's time to learn Excel in a relaxed, comfortable setting!

You'll get more out of your computer by learning to use Excel! This class will take you step-by-step so you can work on real-world items all the while learning the fundamentals of Excel.

Class Resources and Recommended Books:

Each student will receive a course outline and other useful handouts. Suggested books for further study will be recommended in class

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Excel techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Homework Policy:

Students will receive handouts for home practice activities. Homework is advised, but not required

Grading Policy:

Students receive attendance certificates if they 1) Attend no less than 75% of the time and 2) Complete the final project.

Students wanting a grade must turn in all tests and the final project by the teacher's due date. The grade is for student use only. This class does not have a skills certificate associated with it.

Class Topics Include:

- Introducing Excel
- Navigating
- Formatting
- Negative Numbers & Dates
- Worksheet Calculations
- Cell References
- Printing
- Managing Worksheets
- Cell References in Another Worksheet
- The Basics of Functions in Formulas
- Relative and Absolute Cell References
- Use a Cell Name in a Formula
- Create Charts
- Add Images to a Worksheet
- Conditional Formatting
- Freeze Panes
- Split a Window
- Sort and Filter to Organize Data
- Perform Advanced Calculations
- The IF Function