

Syllabus for Introduction to Microsoft Excel®

- 1 Getting Started
 - 1.1 Definitions
 - 1.2 Understanding the Excel Window
 - 1.3 The Chameleon Cursor
 - 1.4 Finding/Viewing/Saving Workbooks

- 2 Data Entry
 - 2.1 Navigating in a Worksheet
 - 2.2 Selecting Cells, Columns, Rows
 - 2.3 Entering Numbers, Dates/Times, Formulas
 - 2.3.1 Numbers (or values)
 - 2.3.2 Dates
 - 2.3.3 Formulas
 - 2.4 Editing Cell Contents
 - 2.5 Deleting/Inserting/Moving Rows or Columns

- 3 Formatting

- 4 Formulas and Functions
 - 4.1 Addition and Subtraction
 - 4.2 Multiplication and Division
 - 4.3 Totals and Grand Totals

- 5 Charts
 - 5.1 Types of Charts
 - 5.2 Creating and Formatting Charts
 - 5.2.1 Chart Preliminaries
 - 5.2.2 Column Charts
 - 5.2.3 Pie Charts
 - 5.3 Copying Charts to a Word Processor Document

- 6 Printing
 - 6.1 Printing Readable and Understandable Worksheets
 - 6.2 Printing Row and Column Headings
 - 6.3 Printing Part of a Worksheet