
Getting Started with Microsoft Excel

Microsoft Excel
90 Minutes

Course Content

Would you like to move from the calculator to a spreadsheet? This 90-minute session provides Excel novices with a working understanding of the Excel environment. Each area of the Excel window will be covered. In addition, you will learn how to navigate, select, enter, edit, and save an Excel workbook.

By the end of this class attendees will have an understanding of how to work within the Excel environment. After mastering the Excel environment, it is time to create and build formulas. Join us for our next session, E102 - Planning a Worksheet & Basic Formulas.

Lessons include the following:

- Explore the Excel environment
- Open an existing workbook
- Navigate an existing worksheet
- Selection tips and tricks
- Understand the 5 cursor shapes
- Input and edit data into worksheet
- Save the workbook