
Planning a Worksheet & Basic Formulas

Microsoft Excel E102

90 Minutes

Course Content

This 90-minute class focuses on planning and creating spreadsheets in Excel. It is time for you to take the next step, from working with pre-existing spreadsheets, to creating them on your own. Start to unleash the power of Excel by creating and understanding how formulas are built. Now, all that is left is to format your work of art. Excel has amazing tools to help expedite this process including the Format Painter.

By the end of this class attendees will have the understanding of how to create a spreadsheet, build basic formulas, and format a worksheet.

Lessons include the following:

- Learn the steps to the spreadsheet creation process
- Create and save a new sheet
- Create formulas from scratch
- Insert columns and rows
- Size columns and rows
- Create formulas using the mathematical principles of order of operations
- Format text and numbers
- Add borders
- Apply fill colors to cells
- Learn to use the Format Painter