



Excel 2019 - Introduction

Prerequisites:

Comfortable using mouse and keyboard; some experience using Microsoft Windows and File Explorer. No prior knowledge of Microsoft Excel required

Course Schedule

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none">• Navigating the Excel user interface and menus• Entering and copying data• Creating mathematical formulas• Using basic functions• Inserting, deleting, and adjusting cells, columns and rows• Search for and replace
Week 2	<ul style="list-style-type: none">• Formatting text and numbers• Formatting cells• Apply basic conditional formatting• Printing workbooks• Managing worksheets• Adjusting worksheet views

Note: Students may bring their own USB drive (thumb drive) to save their work at the end of class, if desired.

Subject to Change