

## INTRODUCTION TO MICROSOFT EXCEL

**\*\*Instructions for the trainer are in bold and caps**

**PRIOR TO CLASS:** Instructor opens the following (each is hyperlinked and will open if you click on them):

- [Microsoft Excel Presentation](#)
- [Screen Components Quiz Presentation](#)
- [Budget Spreadsheet](#)
- [Practice Spreadsheet](#)
- [Certificate of Completion](#)

*Introduction to Microsoft Excel* is a two hour course designed to familiarize students with terminology, screen components and the most commonly used functions offered by Microsoft Excel. Emphasis will be placed on file naming and file management conventions. Students will create and save a working budget, which they may use for their own personal benefit.

**INTRODUCE** yourself and ask the students introduce themselves to one another.

**ASK** about their expectations... ie: "What do you hope to learn today?"

**INSTRUCTION:** Display [Microsoft Excel Presentation](#) on overhead. Students can take notes in student handbook (dotted lines are provided in the handbook for this purpose) when necessary. **ENCOURAGE** students to stop you if they have any questions.

**STATE & DISPLAY** Objectives:

- Identify the main components of the user interface.
- Identify the purpose of the commands on the menu bar.
- Work with the buttons on the toolbar.
- Work with text and characters in a program.
- Explain the use of primary keyboard shortcuts and key combinations.
- Enter data into a spreadsheet.
- Perform basic mathematical operations in a spreadsheet.
- Insert charts into a spreadsheet.
- Explain the purpose of options available for printing a spreadsheet.
- Explain the difference between a workbook and a spreadsheet.
- Successfully move from one cell to another containing formulas and text.
- Understand absolute and relative cell references.
- Copy, Cut and Paste text and formulas.
- Use the fill function for dates and formulas.

**DEFINE MICROSOFT EXCEL:**

Microsoft Excel is the spreadsheet component of the Microsoft Office Suite. It is used primarily to enter, edit, format, sort, perform mathematical computations, save, retrieve and print numeric data.

Terminology and Screen Components:

**EXPLAIN- pay special attention to terminology:**

While different versions have different appearances, they all have most of the same features. If you know what to call it, you should be able to find it in other versions.

**INSTRUCTOR (ON OVERHEAD) DEMONSTRATES WHILE STUDENTS DO THE FOLLOWING:**

Instructor & Students **OPEN** [PRACTICE.XLSX](#)

Demonstrate capabilities using CAPACITY, PENNIES, & BIRTHDAY worksheets. Enter formulas and watch the program calculate!

**INSTRUCTOR LED** FILE TAB options: **STUDENTS DO** using PRACTICE. XLSX

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**INSTRUCTOR LED** File Management: **STUDENTS DO** using PRACTICE. XLSX

- |                  |               |               |
|------------------|---------------|---------------|
| • My Computer C: | • Folders     | • File Types  |
| • My Documents   | • Sub-folders | • Files Names |
- .....

**INSTRUCTOR LED** spreadsheet “navigation:” **STUDENTS DO** using PRACTICE.XLSX

USE BATTLESHIP WORKSHEET

- Key stroke and key stroke combinations to move quickly from one place to another within the spreadsheet.
- Scrolling options if necessary.
- Play “Battleship”
  - Show students how to drag their ships onto the “water”
  - Explain the Key
  - Call out coordinates and say hit if one of your boats is hit.
  - Play as long as time permits.

**CLOSE THE PRACTICE.XLSX SPREADSHEET AND OPEN [BUDGET.XLSX](#).** Use the budget spreadsheet to demonstrate the most commonly used features on the following tabs. **ENCOURAGE** students to do along with you and to ask for help when needed.

## HOME TAB GROUPS

- Clipboard
- Font
- Alignment
- Number
- Styles
- Cells
- Editing

## INSERT TAB GROUPS

- Tables
- Illustrations
- Charts
- Sparklines
- Filter
- Links
- Test
- Symbols

## PAGE LAYOUT TAB GROUPS

- Themes
- Page Setup
- Scale to Fit
- Sheet Options
- Arrange

## FORMULAS TAB GROUPS

- Function Library
- Defined Names
- Formula Auditing
- Calculation

## DATA TAB GROUPS

- Get External Data
- Connections
- Sort & Filter
- Data Tools
- Outline

## REVIEW TAB GROUPS

- Proofing
- Language
- Comments
- Changes

## VIEW TAB GROUPS

- Workbook Views
- Show
- Zoom
- Window
- Macros

**DEMONSTRATE** How to Use the Budget. The file is protected ~ **EXPLAIN** protection, why it is protected and how to turn off protection.

**BREAK** for Screen Components Quiz:

Students turn on computers and login.

**ON OVERHEAD:** Instructor demonstrates how to do the [SCREEN COMPONENTS QUIZ PRESENTATION](#). Students may work individually or in small groups to complete the Ppt. quiz.

Instructor Notes:.....  
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Certificate of Completion & [EOC Survey http://training.connectednation.org/landing](http://training.connectednation.org/landing)

Get the whole class working on the Every Community Online Survey and call them up one at a time to print their Certificate of Completion.

Depending on the students ability levels you can either:

*Fairly Independent Students:* Have students open the certificate of completion, select the line where their name goes and type in their own name, save it to a thumb drive and bring it to you to print. OR

*Beginner Level Students:* Have each student come up to you and type their own name in place of the preselected text and tell them how to print the certificate.