Introduction to Microsoft Excel is a two (2) 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.

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

DEFINITION:

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.
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.

- Use key stroke and key stroke combinations to move quickly from one place to another within the spreadsheet.

- Clicking and Scrolling options

- File Tab options

File Management:
- My Computer C:
- My Documents
- Folders
- Sub-folders
- File Types
- Files Names

Ribbon Components

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 ....................................................................
- Data Tools ................................................................
- Outline .....................................................................

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 ..................................................................
Microsoft Excel Terminology

Absolute Cell Reference: An absolute address in a formula refers to a specific cell location. Absolute references do change when you copy and paste or fill them down or over. Absolute references are created by adding a $ sign in front of each character in the cell address. For example, $B$4 will always refer to cell B4.

Active Cell: The active cell contains the insertion point and is identified by a dark border around the cell. Its address (location) is shown in the formula bar. Any action you perform is performed on the active cell.

Alignment:  **Horizontal** alignment refers to the position of the contents of a cell in relation to its side borders.

<table>
<thead>
<tr>
<th>Left Align</th>
<th>Centered</th>
<th>Right Align</th>
</tr>
</thead>
</table>

**Vertical** alignment refers to the position of the contents of a cell in relation to its top and bottom borders.

<table>
<thead>
<tr>
<th>Top Align</th>
<th>Centered</th>
<th>Bottom Aligned</th>
</tr>
</thead>
</table>

Arithmetic Operators: The characters used to calculate numbers within a formula. Addition (+), Subtraction (-), Multiplication (*), Division (/)

AutoFill: AutoFill is the Excel feature that allows you to automatically copy cells and fill them down or across a series of cells.

Borders: Lines you may format around your cells or range of cells to enhance the readability and/or appearance of your spreadsheet.

Cell: A cell is the intersection of a row and a column. A cell can contain a label, a numeric value, or a formula.

Cell Address/Reference: The column letter and row number where the cell intersects. Example B4 is the intersection of column B and row 4.

Close: Use the Close command when you want to complete your work on a file and put it away without leaving Excel.

Columns: Columns are the vertical divisions of a worksheet identified by letters.
Default: A predetermined (by the manufacturer) setting for a particular command. Default settings can be changed.

Formula: A formula is a mathematical statement usually containing cell references and/or numbers and mathematical operators. A formula always starts with an equals sign (=).

Formula Bar: The formula bar is located under the toolbars at the top of the working screen. It contains the edit line for working with formulas and provides information regarding cell addresses.

Functions: A function is a preset formula. Functions consist of the function name and its arguments. The function name tells Excel what calculation you want it to perform.

Range: A range is a block of cells that can be selected, manipulated, named, and formatted as a group.

Relative Addresses: A relative address is a standard cell reference. Example: B4, U2. A relative cell references changes when copied and pasted to a new cell or is filled down a series of rows or across columns.

Rows: Rows are the horizontal divisions of a worksheet that are identified by numbers.

Sorting: Sort is a command which automatically arranges selected data alphabetically or numerically. You can sort in either ascending or descending order. It is important to highlight all of the data you want included in the sort.

Spreadsheet: The generic term for the type of program that allows for entering, analyzing, and calculating data. Common spreadsheet uses include analysis, charting, and budgeting.

Workbook: A workbook is a collection of worksheets saved as one file. The worksheets generally contain related material. The default number of worksheets in a workbook is three. These can be deleted or more worksheets can be added.

Worksheet: A worksheet is an electronic spreadsheet that lets you enter, analyze, and calculate data.

Wrap Text: Wrap Text is a cell formatting option that forces text to break into lines within a cell.