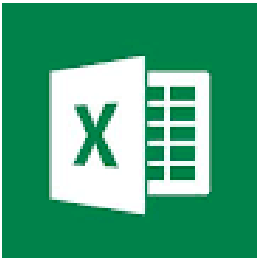


MICROSOFT OFFICE EXCEL TRAINING

Part 1 - Creating, Formatting, and Basic Formula



Introduction to Excel

- Understanding Basic Terminology
- Using Quick Access Toolbar
- Entering Data in a Worksheet
- Working with Workbooks

Formatting a Worksheet

- Formatting Cells
- Add Borders and Colors to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Basic Conditional Formatting
- Create and Use Templates

Constructing Cell Data

- Adjusting widths and heights
- Cut, Copy, Paste and Paste Special
- AutoFill
- Managing Worksheets

Printing Options

- Freezing Panes
- Common Printing Options

Using Basic Formulas

- Mathematical Operations
- Common Excel Functions

WEDNESDAY, APRIL 3RD
1:00 PM – 4:00 PM

Ohio University – Voinovich School
Ridges Circle, Building 22
Athens, OH 45701

RSVP to Trena Twyman

twyman@ohio.edu or 740-597-1460

Training is provided at no cost courtesy of the Small Business Development Center at Ohio University. Due to SBDC funding, government and non-profit entities are not eligible for this training.

Additional parking information will be provided after registration confirmation.

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