How-To Session
MICROSOFT EXCEL BEGINNER

Overview
The goal of this course is to explore the basics of Microsoft Excel through an interactive, hands-on session. This session provides an introduction into what Microsoft Excel is and how it can make many everyday job responsibilities easier.

Program Content
- Basic Use of Excel
  - Important Excel terms
  - Important menus/toolbars
  - Inserting and deleting columns and rows
  - Copy and paste
- Calculation with Excel
  - Formulas
  - Functions
  - Adding numbers with the SUM-function
  - How to use all functions in Excel
- Formatting
  - General formatting
  - Colors
  - Borders
  - Text manipulation
- Creating Reports Quickly
  - Pivot Tables – Quick and easy reporting feature of Excel
  - Selecting the correct chart
  - Creating a chart in Excel
- Working with large amounts of data
  - Search and replace
  - Freeze panes
  - Filters
  - Comments
  - Tables
- Printing and protecting
  - Making the data fit the paper
  - Protecting your work in Excel
- Bonus
  - Keyboard shortcuts
  - Mouse shortcuts

Date
February 28th
1:00-3:00pm

Location
Skipwith – RM112

Coordinator
Occupational Training

Target Audience
Individuals who already have practical, everyday computer skills that would like to increase their knowledge by learning the basics of Microsoft Excel

Enroll Now
Email: Fm-Training@virginia.edu
Please include your name and computing ID