



# Introduction to Microsoft Excel - Basic

May 10, 11, 15: 5-7pm PT | 6pm-8pm MT | 8-10pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

## Course Outline

Registration for this course with pre-payment is required:

<https://iicanada.org/form/introduction-microsoft-excel>

For more information, please email: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net), or call/text: Zull

### **Excel Interface**

*Understanding the ribbon and contextual tabs*  
*Ribbon overview and back stage view*  
*Data entry to create a new workbook*  
*Navigate and save a workbook*  
*Using Excel templates*  
*Customize the quick access toolbar*  
**Understanding and Working with Data**  
*Selecting, entering, editing, and deleting data*  
*Adding a label and a value*  
*Using find, replace, go to, redo, and repeat*  
*Inserting/deleting cells, worksheets, rows*  
**Formatting Workbook Elements**  
*Font group and alignment group of commands*  
*Creating and modifying styles*  
*Resizing columns*

### **Using Basic Formulas and function**

- *How to create formulas*
- *Use AutoSum and functions.*
- *Quick calculations*

### **Charting**

- *Introductions to simple charts and Elements*
- *Sparkline*
- *Quick Analysis*

### **Printing**

- *Freeze panes*
- *Define Printing feature*
- *Print options*

### **Using Comments**

- *Inserting Comments*
- *Editing Comments*
- *Deleting Comment*

Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039