

BASIC EXCEL

Lesson Plan.

Display blank Excel Workbook.

- Ribbon with tabs.
- Tool Bar – top left.
- Workbook
- Columns and rows.
- Name box.
- Formula bar
- Scroll & zoom
- Page layout & Page break – bottom right.
- Backstage view (file)

Display Excel 1

- Select cell (click or arrow)
- Select column/row.
- Add row, column (above, left).
- Duplicate entries (**Copy**& paste).

Display Excel 2

- Default settings may be changed.
 1. Cell size by clicking & dragging
 2. Increasing font size
 3. Auto fit, under Format
 4. Wrap Text (alignment)

Display Excel 3

- Title, select 1A, Merge & Center.
- Date formatting
- Currency

- Position of = plus +, -, *, /
- Save As

Display Excel 4

- +, -, *, /. Position of =.
- Simple calculations (use Excel4)
- Total columns or rows. =SUM()
- Or the quick way...
- Right click on tabs to color
- Color rows or columns, select row or column, tipped paint can.
- How to select print color for dark background
- Freeze; column to right or row under.