

Excel Tutorial 1

Getting Started with Excel



Objectives

- Understand the use of spreadsheets and Excel
- Learn the parts of the Excel window
- Scroll through a worksheet and navigate between worksheets
- Create and save a workbook file
- Enter text, numbers, and dates into a worksheet
- Resize, insert, and remove columns and rows



Objectives

- Select and move cell ranges
- Insert formulas and functions
- Insert, delete, move, and rename worksheets
- Work with editing tools
- Preview and print a workbook

