

Microsoft Excel -
Lesson 1:

Introducing Excel

Lesson Notes

<p>I. <u>Logging In to the System:</u> a. Tarleton user name & password b. If you have trouble, go to the library.</p> <p>II. <u>E-mail Utilization:</u> a. See E-mail Lesson</p> <p>III. <u>What is Excel?</u> a. Spreadsheet used to manage data b. Can be used to manage any type of records, data, etc.</p> <p>IV. <u>Opening Excel:</u> a. Follow these steps: i. Start ii. Programs iii. Office 2K iv. Microsoft Excel</p> <p>V. <u>Explanation of the Desktop:</u> a. Pull-Down Menus b. Standard Toolbar c. Formatting Toolbar d. Name Box & Formula Bar e. Rows & Columns f. Cells g. Scroll Bars h. Sheet Tabs & Scroll Buttons i. Adding Toolbars j. *ALL COMMANDS ARE REDUNDANT – THREE DIFFERENT METHODS TO DO EACH i. Keyboard, Icon, Pull-Down Menu</p> <p>VI. <u>Navigating in Excel:</u> a. Mouse i. Scroll Bar & Mouse Button ii. Tab Sheet Scroll Buttons & Tabs b. Keyboard i. Arrows, Page Up/Down</p>	<p>A-2 Give Examples</p> <p>A-4 Projector</p> <p>A-6 Explain Each Part of the Desktop.</p> <p>Insert, Delete, & Name New Worksheets</p> <p>A-11 Projector</p>
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<p>VII. <u>Opening & Closing Excel Workbooks:</u> a. Three methods</p>	<p>A-8 A-18</p>
<p>VIII. <u>Saving Workbooks:</u> a. Save vs. Save As b. Where to Save</p>	<p>A-8</p>
<p>IX. <u>Using the Office Assistant & Microsoft Help:</u> a. Help Menu i. Search ii. Office Assistant b. Turning Off the Office Assistant c. Changing the Office Assistant</p>	<p>A-16 Projector</p>
<p>X. <u>Clearing Cell Contents:</u> a. Delete Key b. Edit Menu – Clear</p>	
<p>XI. <u>Printing Worksheets:</u> a. Select a Method to Print i. Keyboard, Icon, Pull-Down Menu b. Preview i. Page Setup ii. Layout iii. Fit to one page iv. Gridlines v. Column/Row Titles vi. Center the Printout vii. Set a Print Area</p>	<p>A-14 Projector</p>