

# Microsoft Excel

## Level 1 – The Basics

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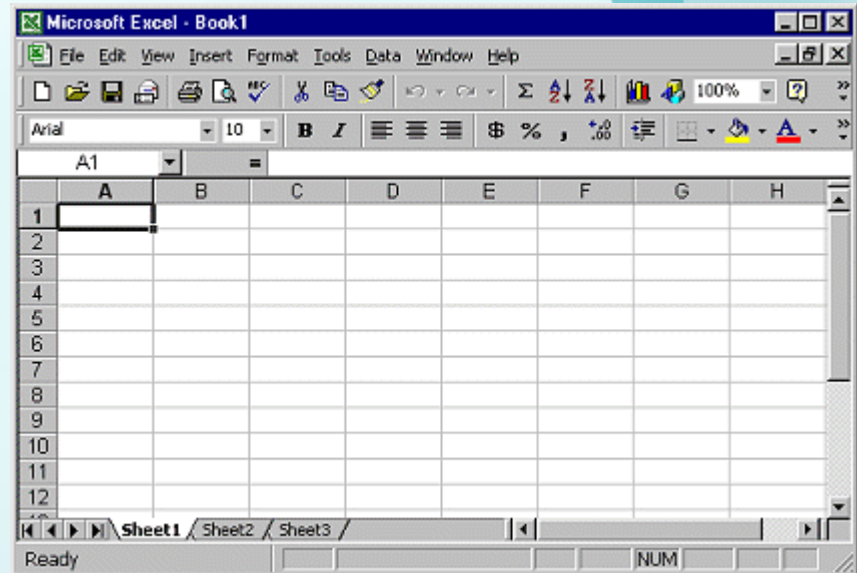
**Fall '06**

# Session Breakdown

- **Handouts**
- **The Parts:**
  - **The Excel window**
  - **Workbook vs. Worksheet**
  - **Navigation, Selecting and Entering Data**
  - **Manipulating Data**
  - **Manipulating cells, rows, and columns**
  - **Finding and Editing Data**
  - **Basic Formulas**
- **Question and Answer Session**

# The Excel Window

- **Tabs**
- **Rows**
- **Columns**
- **Cells**
- **Range**



# Workbook vs. Worksheet

- **Inserting worksheets**
- **Renaming worksheets**
- **Moving and Deleting worksheets**
- **Saving Workbooks**

# Navigation, Selecting and Entering Data

- **Navigation using the keyboard and mouse**
- **Selecting Cells, Rows and Columns**
- **Entering Data into cells and the Formula bar**

# Manipulating Data

- **Moving Data**
- **Copying Data**
- **Autofill**

# Manipulating Cells, Rows, and Columns

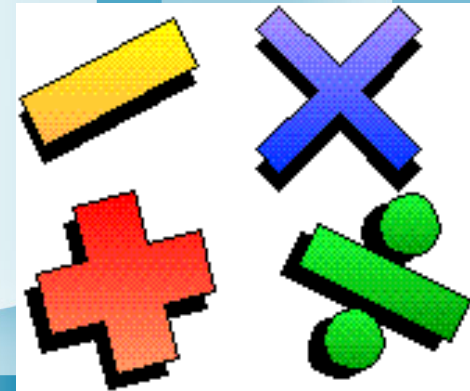
- **Inserting**
- **Deleting**
- **Properties**

## Finding and Editing Data

- **Finding data**
- **Replacing data**

# Formulas

- **Mathematical symbols**
- **Order of operations**
  - **PEMDAS!!**
- **Formulas in Excel**
- **The Autosum button**



# Microsoft Excel 2003

- **Questions??**
- **Please fill out the Training Survey!**

**<http://data.fairfield.edu/cns/workshop/>**

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**Thank You!!**