

Course Overview

Number of Units: 5 Units

Estimated time: 3 - 5 weeks or 9 - 15 hours

OALCF Levels: A1.2, A2.2, A3, B3.2b, D.2-3

Suggested Milestones: 14, 30 or 31, 55 or 56

Course Description

Microsoft Excel is a powerful and fun tool that can help you organize, analyze and present information. In this course you will be introduced to the basic features and functions of Excel, including entering and formatting data in cells, using math formulas and creating simple tables and charts. You can read the lesson instructions from printable documents or you can watch the video tutorials.

Summary of activities: Tutorials, Quizzes, Assignments and Videos.

Unit 1

In Unit 1 we'll take a tour of the Excel screen and learn how to interact with the program. If you are new to Excel, there will be lots of new terms and definitions to learn.

Unit 2

In Unit 2 we will look at how to move around the worksheet. We will learn how to select cells and how to enter data and modify contents of a cell. We will find out how to save an Excel workbook and how to reopen a workbook that has been saved.

Unit 3

In Unit 3 we will begin exploring some of the commonly used tools on the ribbon bar. We'll learn how to use some tools in the Font Group to format the contents of cells, how to copy the format to other cells and how to use borders. We'll examine some options you can use with text, for example, controlling the alignment and adjusting how it fits within a cell. We will also look at how to insert and delete cells, rows and columns.

Unit 4

In Unit 4 we learn about Cutting/Copying and Pasting data, one of the most common tools you can add to your skillset! We'll cover the AutoFill feature and how to use Excel to automatically fill cells with information that follows a pattern. Formulas and Functions are powerful features that Excel provides and are definitely worth exploring. We'll also look at how you can sort information in a worksheet.

Unit 5

In our final unit, we'll look at adding, deleting and renaming Worksheets. We will explore how to use Conditional Formatting to automatically format cells according to their contents. We'll show you how to add images to your workbook to make it more interesting, how to print your workbooks and how to add charts to help us analyze our data graphically.