

Basic Computer Training

Microsoft Excel

Participant Guide

Microsoft Excel

Welcome to Basic Computer Training. This course will focus on the topic of Microsoft Excel.

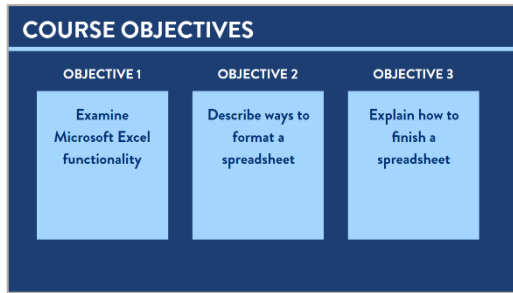
Topics to be covered include; describing ways to format a spreadsheet and explaining how to finish a spreadsheet. Learners will gain a better understanding of Microsoft Excel functionality. After this course, learners will be prepared to create a new spreadsheet and modify it by adjusting the data, inserting formulas or charts, and by saving or printing.

This is a self-paced course designed for you to complete at your own pace. Before you get started, make sure you have the following items to ensure the successful completion of this course:

- Something to write with – pen or pencil
- Your participant guide- This can be accessed via the L&D Learning Portal
- Microsoft Excel Checklist – to keep track of which video modules you have completed
- A quiet place to complete your training that is free from any distractions
- And, a headset, if needed

Slide Deck





Directions: As you're watching these videos, write your notes in this participant guide, which can be used as a study resource that will prepare you to take the Northstar Assessment for this course. There is a place at the end of the guide where you can take additional notes and write down any questions you have.

Microsoft Excel

Opening a New or Existing Spreadsheet

Directions: Fill in the blank to describe how to open the program and how to open different types of documents.

How to Open Microsoft Excel:

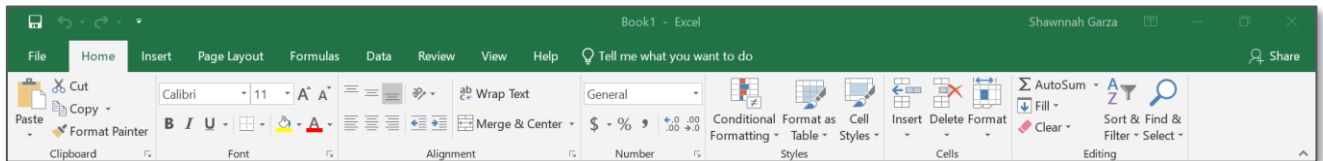
Recently Opened:

Templates:

Blank Workbook:

Overview of an Excel Workbook

Directions: As you watch this video, fill in the blanks below.



Ribbon:

This is the _____ section that starts at the _____ tab and ends at _____ command.

Ribbon is comprised of _____, or sections such as File, _____, and Insert.

Each _____ is made up of _____, which are labeled at the bottom of each group. The Home tab has groupings such as _____, Font, _____, Styles, and Editing.

Microsoft Excel

Overview of an Excel Workbook (cont'd)

Directions: As you watch this video, fill in the blanks below.

Quick Access Toolbar:



Located in the _____ above the _____.

Comes default, or pre-programmed with _____ commands: _____, Undo, and _____.

Customize Quick Access Toolbar is indicated by the _____ arrow. Using this will add _____ used commands to the toolbar.

The menu that opens will show a _____ next to every visible command on the Quick Access Toolbar.

_____ on a command to add or _____ it.

Formula Bar and Name Box:



This is similar to an _____ bar and is where _____, numbers, and _____ can be typed.

Data entered will appear in the _____ that is selected.

Name Box: Located to the _____ of the formula bar, indicates which cell is currently _____.

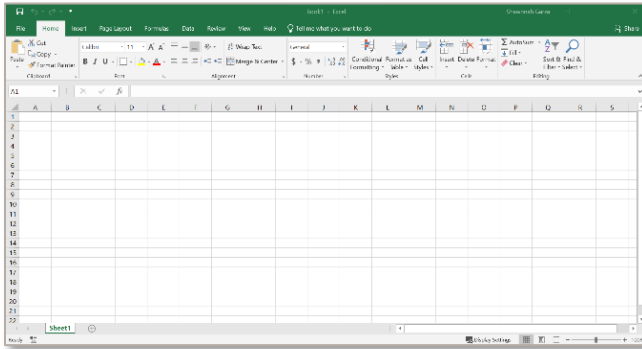
A cell is active if there is a _____ line outlining it.

Microsoft Excel

Overview of an Excel Workbook (cont'd)

Directions: As you watch this video, fill in the blanks below.

Workbook:



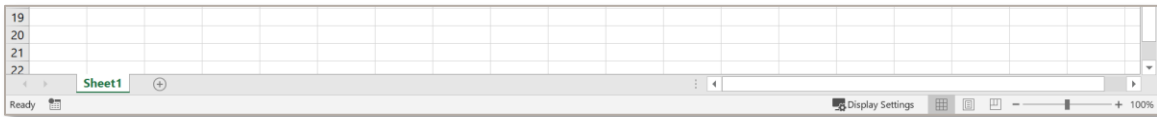
The _____ workplace.

From here you can click on _____ and type in _____ using your keyboard.

A workbook is made up of _____ located in _____ and _____.

The columns run top to _____, for example, A, B, and C. Rows run _____ to right, for example, 1, 2, and 3.

Status Bar:



Located at the _____ of the Excel workbook. On the left of this status bar are _____, labeled as _____.

Each Excel workbook comes pre-programmed with _____ sheet, but more can be added.

The right side of the status bar provides different views of your workbook.

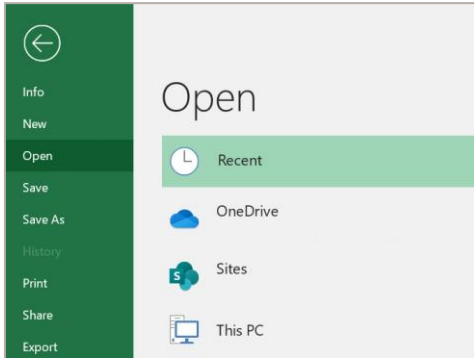
There's a Zoom control that allows you to zoom in or out of the document by clicking on the _____ or _____ signs, or by left-clicking, holding, and dragging the _____ to the left or right.

Microsoft Excel

Overview of an Excel Workbook (cont'd)

Directions: As you watch this video, fill in the blanks below

File Tab:



Location: Top left corner of the ribbon, also known as the _____.

New: _____

Save and Save As: _____

Print: _____

Share: _____

Locate a Specific Cell

Directions: Answer the questions using the video and the picture below.

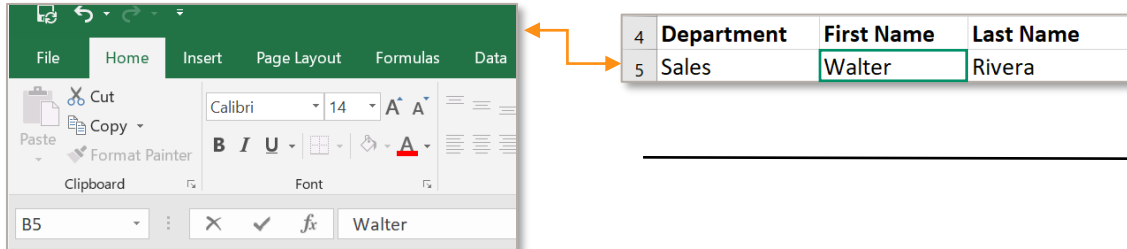
Department	First Name	Last Name	User Name	Part 1	Part 2	Part 3
Sales		Rivera	wrivera	X	X	X
Sales	Heidi	Lee		X	X	
Claims	Josie	Gates		X	X	X
Accounting	Wendy	Crocker		X	X	
Accounting	Loretta	Johnson		X		X
Sales	Walter	Rivera		X		X
Claims	Misty	Whitfield		X		
Marketing	Matilda	Lewis		X		
Accounting	Elizabeth	Hicks		X		X
HR	Alvin	Rios		X		
HR	Brian	Gaines		X	On hold	

Which cell is currently active? _____

Microsoft Excel

Enter Data into a Cell

Directions: Describe the pictures below to explain both ways data can be entered into a cell.



A cell is found where the column and _____ intersect? (Example, see cell B5 above)

What is a cell range? _____

How do you select a cell range? _____

How can you tell that a range of cells has been selected? _____

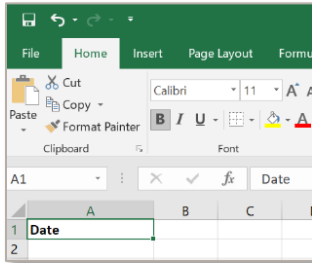
A cell can be selected by clicking on the cell with the mouse or by using the arrow keys on the keyboard.

Microsoft Excel

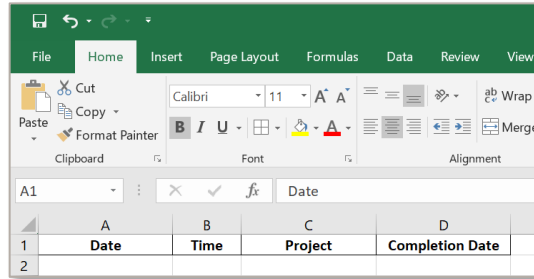
Format Cells and Text

Directions: As you watch this video, fill in the blanks below.

Formatting Text

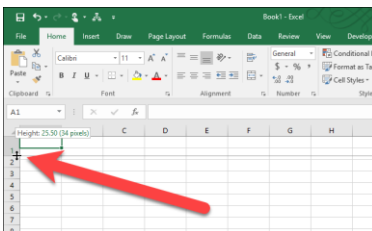


Formatting Cells

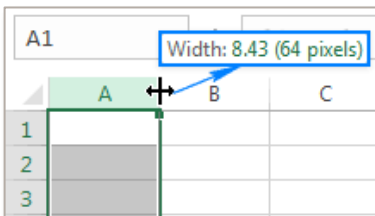


Adjust Row and Column Size

Directions: As you watch this video, fill in the blanks below.



Adjusting Row Height

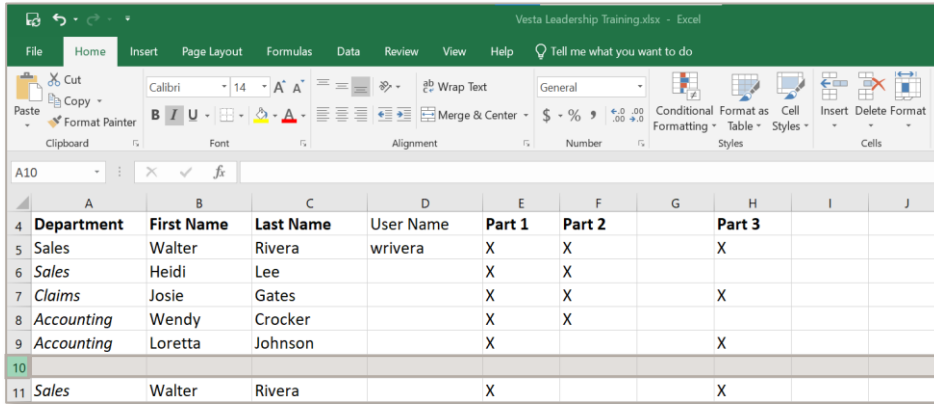


Adjusting Column Width:

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Insert and Delete Rows and Columns

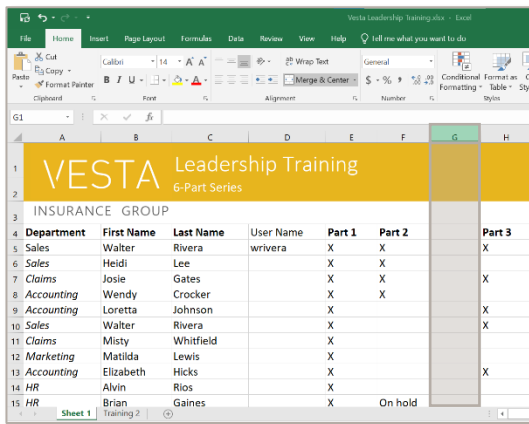
Directions: Write down the steps to insert rows and columns in a spreadsheet.



Inserting Rows & Columns

Rows: _____

Columns: _____



Deleting Rows & Columns

Rows: _____

Columns: _____

Microsoft Excel

Change Page Orientation

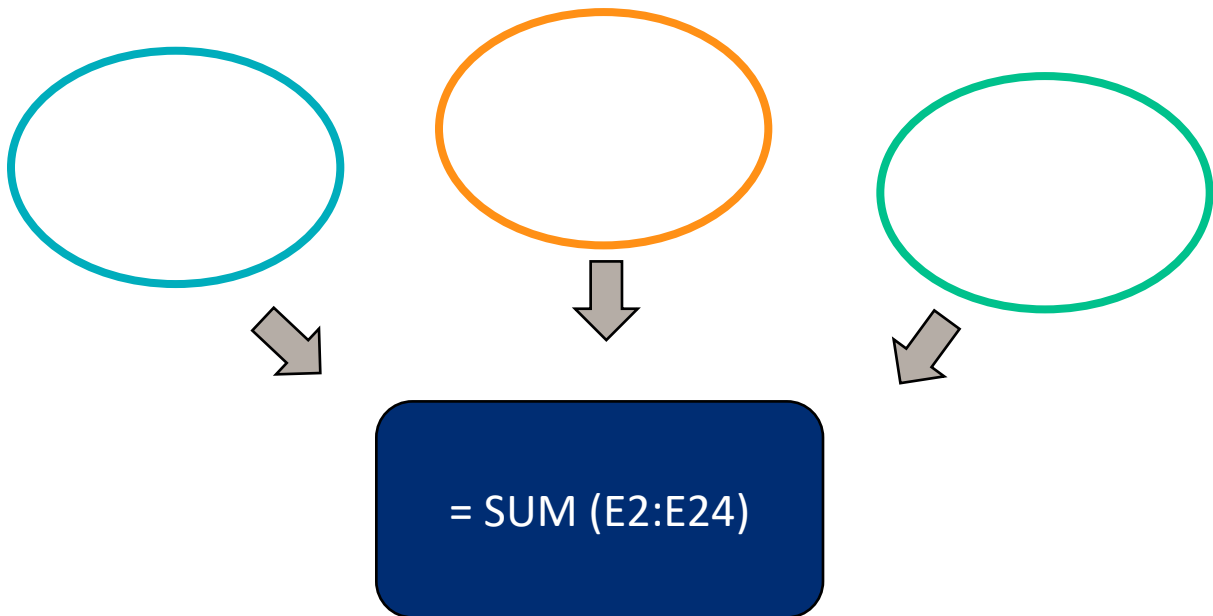
Directions: As you watch the video, fill in the blanks below. Write the name of the orientation type next to its picture icon.

Where on the ribbon can the **page orientation** of an Excel workbook be adjusted? Name the tab: _____



Formulas (or Functions)

Directions: Write down the different components of a formula.



Microsoft Excel

Formulas (or Functions)

Directions: Answer the questions below.

SUM is an addition function. What other function types are mentioned in the video? _____

Where is the formula library located? _____

What is a cell range? _____

What are two ways to insert formulas into a workbook?

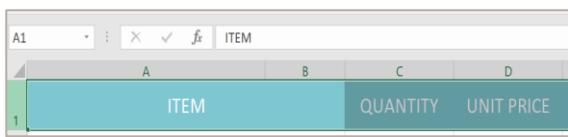
1. _____
2. _____

Freezing Top Row

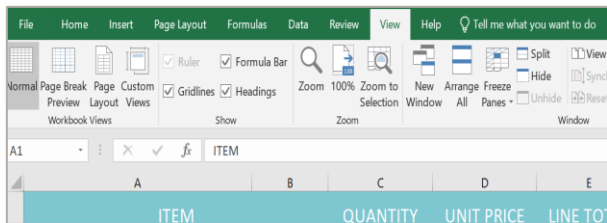
Directions: As you watch the video, fill in the blanks below.

Where is the freeze top row command found on the ribbon?

What are the steps taken to freeze the top row?



Step 1:

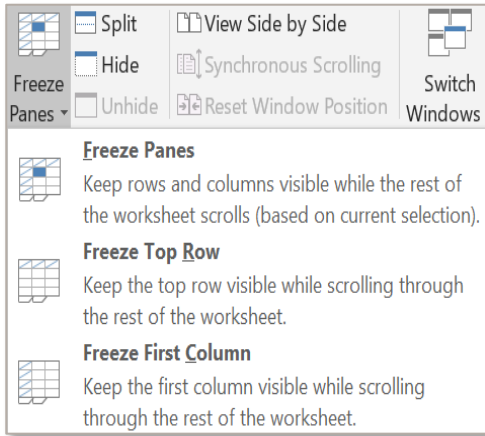


Step 2:

Microsoft Excel

Freezing Top Row

Directions: As you watch the video, fill in the blanks below.

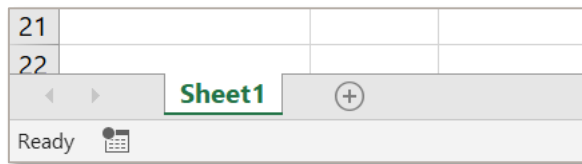


Step 3:

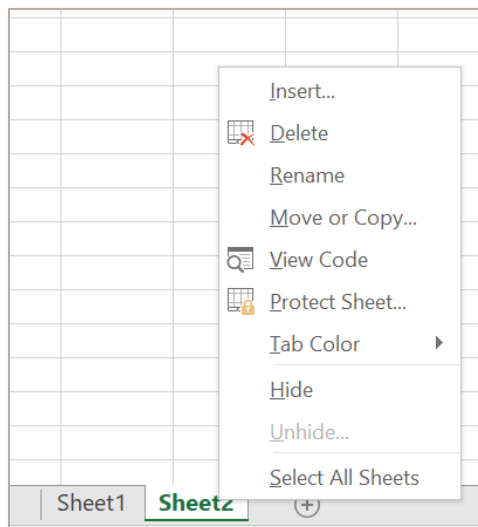
Step 4:

Working with Tabs

Directions: Circle the place in the picture below where an additional sheet can be added to the workbook.



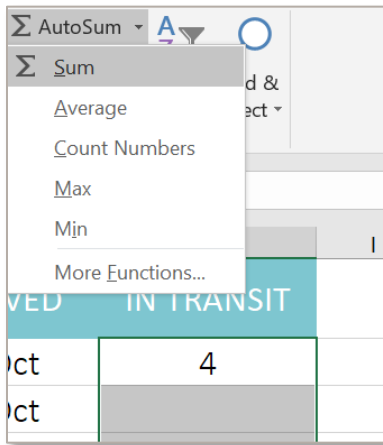
Directions: Circle the place in the picture below where a Sheet tab can be renamed.



Microsoft Excel

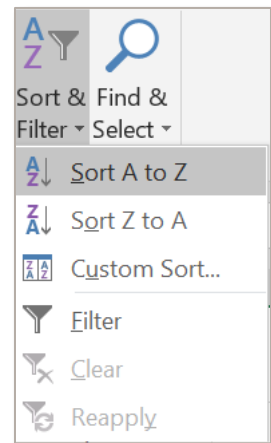
Auto Fill

Directions: As you watch the video, write a description of how to use AutoFill.



Sort and Filter

	A	B	C	D	E	F	G	H
1	ITEM	QUANTITY	UNIT PRICE	LINE TOTAL	ORDERED	RECEIVED	IN TRANSIT	
2	Tomatoes (case of 12)	3	17.44	52.32	12-Oct	15-Oct	4	
3	All Purpose Flour (50 lb.)	5	14.05	70.25	12-Oct	14-Oct	3	
4	Black Beans (case of 10)	5	20.14	100.7	12-Oct	17-Oct	5	
5	Brown Rice (25 lb.)	5	10.99	54.95	12-Oct	15-Oct	4	
6	Corn Meal/Maza (25 lb.)	5	18.69	93.45	12-Oct	15-Oct	4	
7	Hot Sauce (1 gallon)	8	7.35	58.8	16-Oct	20-Oct	3	
8	Lime Juice (1 gallon)	5	11.99	59.95	16-Oct	20-Oct	3	
9	Olive Oil (2.5 gallon)	4	28.69	114.76	19-Oct	24-Oct	5	
10	Salsa, Medium (1 gallon)	12	8.47	101.64	19-Oct	23-Oct	5	
11	Tomato Juice (case of 10)	3	19.49	58.47	16-Oct	19-Oct	2	
12	Empanada Shells (case of 10)	5	20.48	102.4	16-Oct	19-Oct	3	
13	Apples (box of 20)	4	22.35	89.4	12-Oct	19-Oct	6	
14	Shredded Cheese (32lb)	3	24.73	74.19	12-Oct	15-Oct	3	



Directions: Write down the steps to apply a Sort and Filter command to the workbook.

1. _____
2. _____
3. _____
4. _____

Note: It's important to start in the row or column to be sorted and filtered, that way the information is sorted correctly and the data doesn't become skewed.

Inserting Charts

Directions: Order the steps of inserting a chart from first to last.

- _____ Select the data to be represented by the chart
 - _____ Chart will appear in the workbook
 - _____ Locate the Charts grouping
 - _____ Click on Pie chart
 - _____ Click on the Insert tab
-

Save a Workbook

Directions: As you watch the video, fill in the blanks below to describe the process of saving a workbook using save and save as.

Save:

1. _____
2. _____
3. _____

Save As:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Microsoft Excel

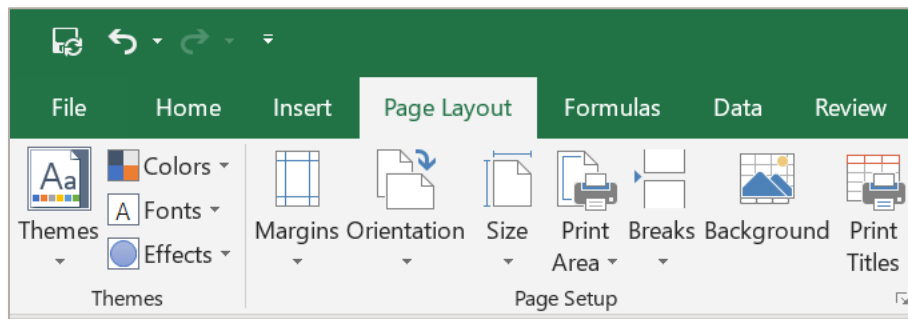
Select a Print Area

Directions: Use the video to answer the questions below.

In which tab can the Print Area command be found on the ribbon?

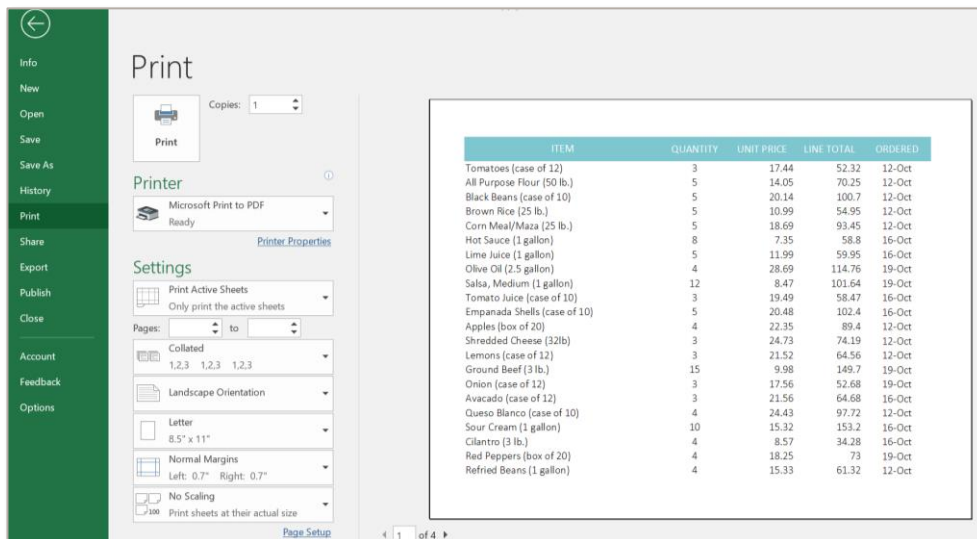
When selecting the print area of a workbook, what may appear?

Directions: Circle the print area command in the picture.



Print

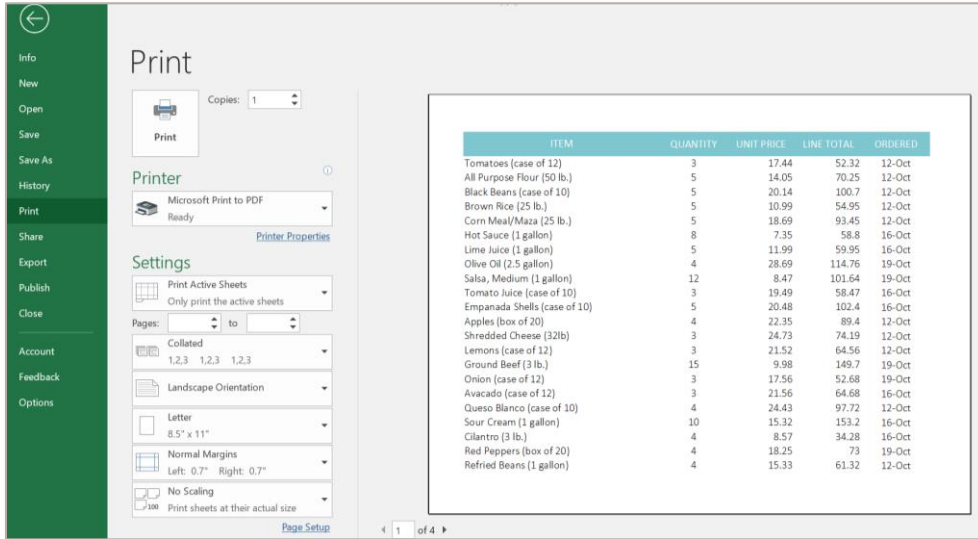
Directions: Answer the question below.



Which tab opens the print preview as seen above? _____

Print (cont'd)

Directions: Answer the question below.



Which tab opens the print preview as seen above? _____

Directions: Describe each section of the print preview

Copies _____

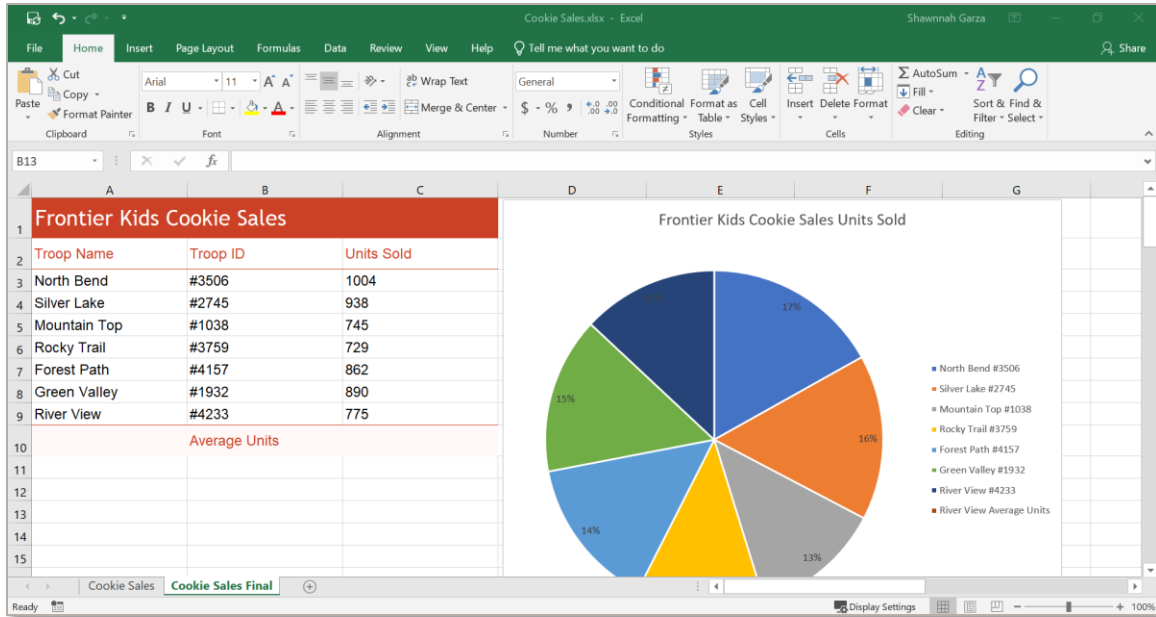
Print _____

Printer _____

Settings _____

Close

Directions: Circle the place in the picture where the workbook can be closed.



Directions: Select the correct answer.

True or False: Closing the Excel Workbook will not save your work automatically.

True / False



ADDITIONAL RESOURCES

Thank you for completing this course.

If you feel you need further assistance:

- If you are working with a Career Coach you can reach out to them directly.
- If you found these courses on My Career Advisor, and have not enrolled in the Digital Literacy program, please call the Contact Center at (602)-535-4444 to connect with a Virtual Career Coach.

Additional Notes

Directions: Capture any additional notes regarding the course below.

Follow Up Questions

Directions: Write down any questions you may have that you would like to follow up on at the end of the course.

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____
