MICROSOFT EXCEL

This content is divided into 45 lessons. Each lesson is designed to provide approximately 45 minutes of instruction and discussion. The lessons are organized into 14 teaching modules and a review module. Each teaching module includes two or more lessons, a project that can be completed in or out of class, and a quiz.

Instructors can organize the lesson instruction and project assignments as necessary to fit class schedules.

Modules….

- Using Microsoft Excel
- Creating and Saving workbooks
- Populating Worksheets
- Managing Data
- Managing Worksheets
- Formatting Worksheet contents
- Printing Workbook content
- Creating and using Formulas
- Calculating data using functions
- Managing data using tables
- Creating and managing charts
- Simplifying data presentation
- Inserting and creating graphics
- Customizing program functionality