Student Technology Training: Microsoft Excel Introduction

- Microsoft Excel training will cover the following topics:
  - Opening Excel
  - Creating a new workbook
  - Saving a workbook
  - Opening an existing workbook
  - Understanding the difference between a workbook and a worksheet
  - Working with worksheets
    - Renaming a worksheet
    - Moving, copying, inserting, and deleting a worksheet
  - Using auto-complete to create commonly used lists
  - Working with data
    - Inputting data into a cell
    - Sorting
    - Filtering a list
    - Inserting formulas
  - Working with cells, rows, and columns
    - Formatting cell data and appearance
    - Inserting/deleting cells, rows, and columns
    - Formatting column and row properties
  - Working with charts
    - Creating chart data
    - Creating and formatting a chart
  - Adding a Header or Footer to a Worksheet or Chart
  - Printing worksheets
    - Formatting worksheet page and printing properties
  - Requested topics (if time permits)

For questions or additional training on blackboard, contact studenttechtraining@depaul.edu