

Microsoft EXCEL Training
- For MAC Users -
Level 1

Introduction

In this introductory course to Excel, participants will explore Excel activities that go beyond the basic. After successful completion of this session, participants can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template and from scratch.

Topics Include

- Create a basic worksheet by entering text, values, and formulas.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Create formulas by using some of Excel's built-in functions.
- Filter and sort Excel data.
- Plan, create and modify charts.
- Prepare a document for printing by using a variety of printing options.

Prerequisite

Comfortable with Windows 7, or OSX

Platform

Windows, OSX

Software

Microsoft Excel 2013, Microsoft Excel 2010 (Windows)

Microsoft Excel 2011 (MAC)

Instructor

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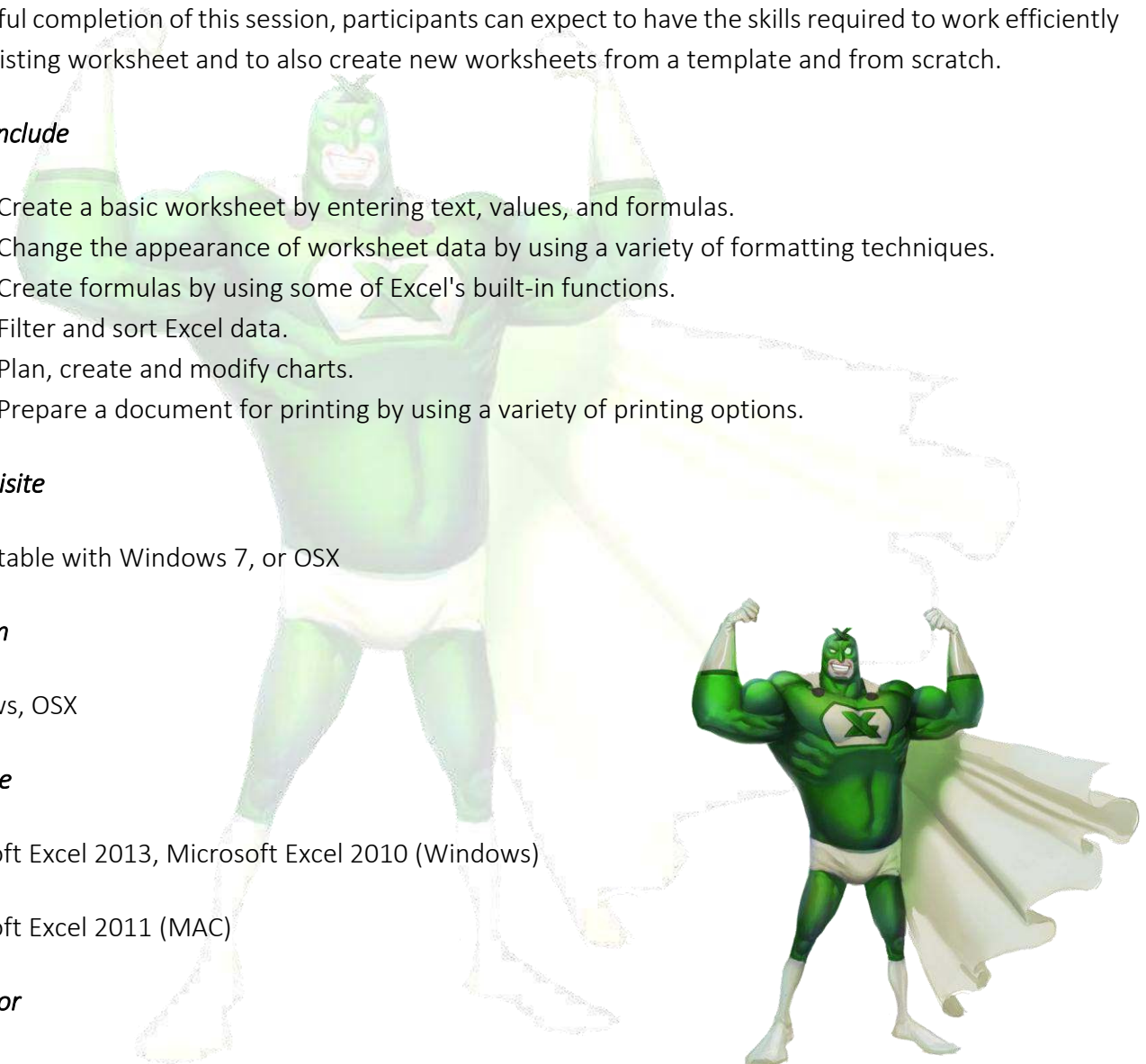


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1. Opening Excel

Using Windows 7

1. Click on the **Start** Button.
2. In the Search Program and Files box type **Excel**.
3. Click on **Excel 2013** from the Program results.
4. The Microsoft Excel 2013 program will open.

Using Windows 8

1. Press the **Windows** key on the keyboard.
2. Type **Excel**.
3. Click on **Excel 2013** under the Apps results.

Using iOS 7

1. Click on **Launchpad**.
2. Select Microsoft Excel.

2. Getting Started

In Excel, you create and save data in a workbook. You can start with a blank workbook, an existing saved workbook, or a template. When you open Excel, the Excel Workbook Gallery opens. It provides a variety of template choices and quick access to recent workbooks.

Let's use the Excel Workbook Gallery to open a blank workbook.

1. If you have not already opened Excel, on the **Dock**, click **Excel**.

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