

# Agenda – Excel 2016 Basics

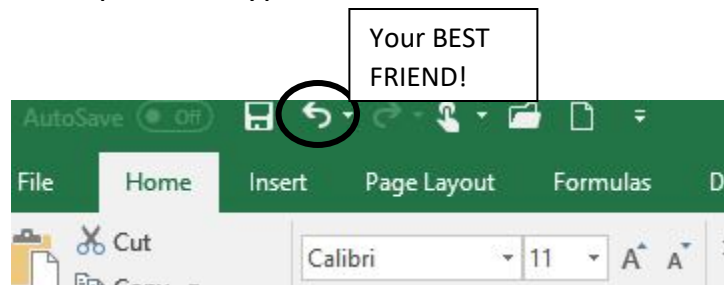
Pam Stephens – [pamela.stephens890@gmail.com](mailto:pamela.stephens890@gmail.com)

Web page <http://pamstephens890.weebly.com/>



- Introductions
- What do you wish to accomplish from this course? Have you used Excel before? How?
- A Look at templates
- Ribbons: An expanded menu. Grouped into types

- Quick Access Toolbar: Important tools you may use often

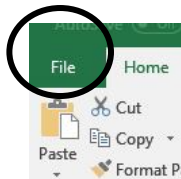


- Formula Bar: Any calculations or formulas will appear.
- Naming your worksheets - Rt click on the tab at the bottom of the sheet

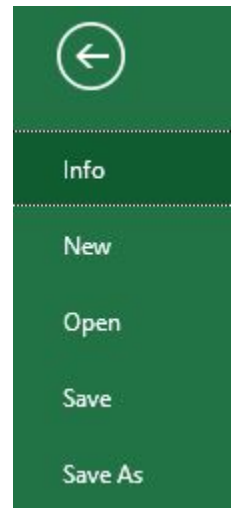


and choose **Rename**.

- Naming your workbooks. Choose **File**,

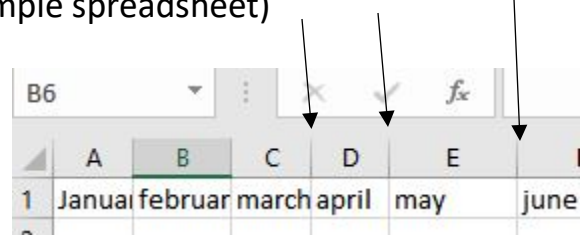


then **Save As**

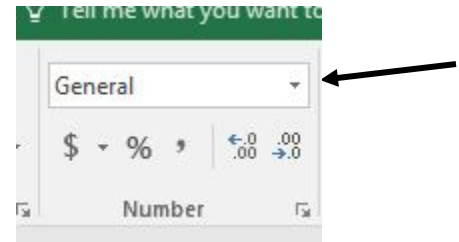


➤ Cells, what can you do with them? (Use Example spreadsheet)

- Larger and smaller dragging, double clicking, and whole sheet resizing – Use the line between the columns



- Different formats (Home ribbon **general**, **currency** etc.)

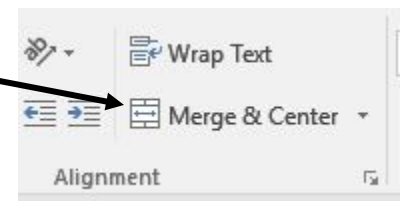


- Insert or delete rows or columns. Columns insert to the left, rows



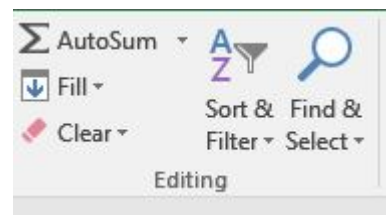
insert above. **Home** Ribbon, **Cell** Group,

- Merging cells, Home Ribbon, Alignment Group,



- Using the ribbon vs. right click for formatting

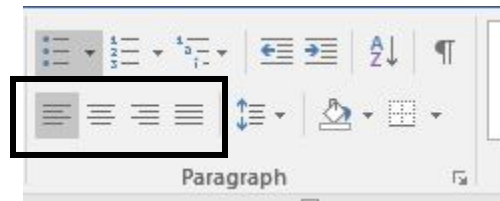
- Sorting **Home** Ribbon, **Editing** Group



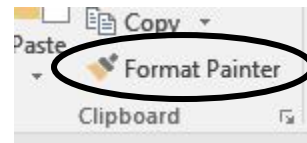
- Adding color to the cells **Home** ribbon, **Font** group, paint bucket



- Aligning the words (centering vs. right align and left align) **Home** ribbon, **Paragraph** group



- 😊 !!!!!FORMAT Painter!!!! 😊 **Home** ribbon, **Clipboard** group



- Formulas-entering in basic formula using given data

Make a spreadsheet using data for Snack Shop

Make a chart using the data you entered - if time allowed put on hair and makeup for your chart