

Introduce concept of weighted grading.

Start Excel.

Excel row (numerical) and column (alphabetical) references.

Demonstrate absolute and relative cell references.

Identify Menu bar and toolbars. Vies | Toolbars...

Standard, Formatting, Drawing toolbars.

File | Save As: Demonstrate saving to H:\CSC100\Excel.

Show File | Properties sheet.

Creating new lines within a cell: use Alt+Shift.

Entering data: Data types. Format | Cells | Number

“General” records data in several formats simultaneously. It chooses which interpretation to use. Good and bad news. It is usually much better for you to specify.

Phone numbers, social security numbers, numbers that begin with a zero, numbers used only as labels and not for computation should be entered as “text”.

Number formatting buttons: percent, \$, comma, increase decimal, decrease decimal.

Formatting cells: bold, italic, underline.

Formatting row or column.

AutoSizing rows and columns by double-clicking on label boundary.

Autosizing multiple rows or columns simultaneously.

Formulas and functions.

Sum button. Demonstrate summing contiguous and non-contiguous cells.

= button, with function menu.

Typing formula and function into cell.

Dragging formulas to new cells: updating of relative references.

Demonstrate split bar use.

Demonstrate changing name of a tab.

Page | Setup

Change between portrait and landscape.

Turn on gridlines.

Create custom header and footer with text, date, page number, number of pages, file, tab

Fit to 1 page tall by 1 page wide.

Print Preview: by print preview button, and by File | Print Preview.

Formula Sheet

Ctrl + (left single quote)