

Using Excel: Topics for Learning to Use the Software

1. Workbooks/worksheets

- What's the difference and how can I use each effectively?

2. Saving Excel files

- What does the Save window look like and what should I notice?

3. Moving around the Excel worksheet

- What keys on the keyboard are helpful? How can I select multiple cells, rows and columns?

4. Adjusting Column Width/Adjusting Row Height

- How do I do this? What should I be watching for?

5. Page Setup

- When should I do the page setup? What should I know about the page, margin, header/footer and sheet settings?

6. Print Titles

- What is it? Why should I use it?

7. Formatting Cells

- What tools are available to affect the look of text in cells?

8. Insert Row or Columns

- How do I add rows or columns after I've begun to create my spreadsheet?

9. Naming Worksheets

- How do I name worksheets to keep everything organized?

10. Inserting New Worksheets

- How can I add a new worksheet to my workbook?

11. Copy or Move Sheets

- How can I copy or move my worksheets? Why would I want to copy or move a sheet?

12. Miscellaneous

- What else should I know about Excel that will make my recordkeeping more organized, efficient and effective in keeping track of student progress?