



Microsoft Excel 2004: Introduction (MAC)

Overview: Students will learn how to create and edit basic Microsoft® Office Excel 2004 for Macintosh worksheets and workbooks.

Prerequisites: Macintosh OS X: Introduction

Course Length: One Day

Course Content

Lesson 1: Getting Started with Excel

- Explore the Excel Environment
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Obtain Help

Lesson 2: Modifying a Worksheet

- Move and Copy Data Between Cells
- Fill Cells with a Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Find, Replace, and Go to Cell Data
- Spell-check a Worksheet

Lesson 3: Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create an Absolute Reference

Lesson 4: Formatting a Worksheet

- Change Font Size and Type
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Merge Cells
- Apply Number Formats
- Create a Custom Number Format
- Align Cell Contents
- Apply an AutoFormat
- Apply Styles

Lesson 5: Developing a Workbook

- Rename Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets

Copy and Paste Worksheets
Copy a Workbook

Lesson 6: Printing Workbook Contents

Set a Print Title
Create a Header and a Footer
Set Page Margins
Change Page Orientation
Insert and Remove Page Breaks
Print a Range

Lesson 7: Customizing Layout

Split a Worksheet
Arrange Worksheets
Freeze and Unfreeze Rows and Columns
Hide and Unhide Worksheets