Beginner Basics for Excel in Business

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The Pennsylvania Key

pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

Agenda

- Features & Overview

- Structure

- Aesthetics

- Organization of Data
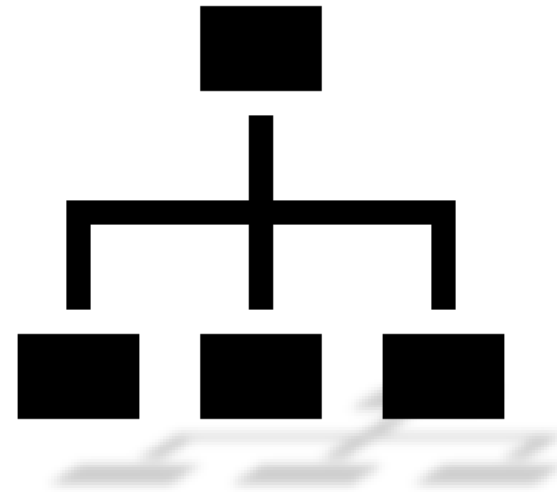
- Assignment

Features & Overview

- Microsoft Layout
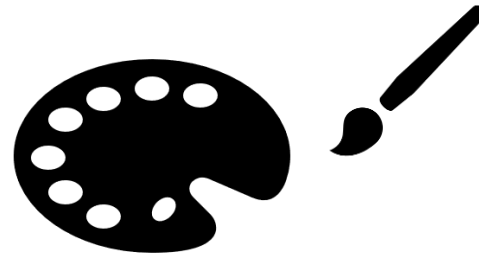
- The Ribbon

- View and Print Area

Excel Structure

- Understanding the Cells

- Column and Rows

- Freezing Cells

- Selecting Data

Aesthetics

- Typical Microsoft Office Tools

- Font Size

- Color

- Tabs

Organization

- Find and Replace

- Basic Formulas

- Filter and Sort

- Drag and Fill

- Sequencing

Individual Assignment

- Handout