

*IPC 102 Introduction to Spreadsheets
with related navigation skills.*

Microsoft Excel

1. File operations.
 - a. Create, open, save and close a file.
 - b. Page Setup.
 - c. Print functions:
 - i. Printer setup.
 - ii. Print preview.
 - iii. Printer selection.
2. Edit Functions
 - a. Cut.
 - b. Copy.
 - c. Paste.
3. View options.
4. Insert options:
 - a. Symbols.
 - b. Rows.
 - c. Columns.
 - d. Cells.
 - e. Pictures from various sources.
5. Formatting options:
 - a. Cells.
 - b. Row.
 - c. Column.
 - d. Sheet.
6. Tools
7. Toolbar Icons.

Class duration is 12 weeks, 2 hours per week with 2 additional full session labs for a total of 14 weeks of 28 classroom hours.

Prerequisites:

Student/client must have certificate of completion for IPC 101 Introduction to Word Processing before enrolling in this class.

Summary:

This class is designed to introduce the student/client to basic spreadsheet development using Microsoft Excel as the software of choice for the training.

Objective:

Upon completion of this course, the student/client is expected to be able to create an Excel spreadsheet, save and modify it successfully with capability to use fundamental Excel functions such as cut, paste, copy, print preview, print setup, format as well as other basic functions.