Leveraging the Power of Excel for Your Program’s Data and Reporting Needs

Is this workshop right for me?

Version of Excel
This workshop will use Excel 2010 in the hands-on exercises. Excel 2010 is similar to Excel 2007; however any version before 2007 (e.g., Excel 2003) is aesthetically very different. That is, if you currently use a version of Excel older than 2007, the look, placement of buttons, navigation, etc will be very different for you in this workshop. It therefore might be difficult for you to follow along during the workshop exercises, simply due to the different set-up of the program. However, many of the concepts we will cover will be the same across all versions.

To determine which version of Excel you currently use, follow these easy steps:

1. Click on the Start button in the left bottom corner of your screen.

2. Point your mouse to All Programs. A list of folders containing programs as well as individual programs will appear.
3. Point your mouse to the Microsoft Office folder. The list of your Office programs will appear, and you will see the version year at the end of each program name.

Examples of Basic Excel Knowledge

- The Excel Interface
Leveraging the Power of Excel for Your Program's Data and Reporting Needs

- Understanding and working with the Excel interface, including: tabs, the Ribbon, the worksheet itself, and the Formula and Status bars
- Basic Navigation & Editing
  - Moving, finding and selecting in a worksheet; entering and editing content in a cell; making various changes to the look of cells (e.g., borders, fill) and cell contents (e.g., font colors and styles; number formats; alignment)
- Working with Worksheets
  - Inserting and deleting rows and columns in a worksheet; modifying row and column size; inserting, deleting, and copying entire worksheets; renaming a worksheet; moving between worksheets in a workbook
- Working with Formulas
  - Entering and editing basic formulas (e.g., adding two cells, dividing one cell by another); using basic functions, such as: sum, count, and average