

Intro to Microsoft Excel

Day 1



We acknowledge that we are located on Treaty One Territory and in the heartland of the Métis Nation. We recognize the mistakes of the past and believe in reconciliation, cooperation and moving forward in partnership with Indigenous communities.

Introduction



[Instructor Name]
[Instructor email]

Students Introduction

- What is your name?
- Country of origin?
- Occupation?
- What do you expect to learn?

Housekeeping tasks

- Registration Forms - Please fill out if not done already
- Media Release agreement – Please read and sign if you are willing to be photographed
- End of Course Survey - Will be done on the last day
- Certificate of Completion given for attending all 3 days
- You **MUST** complete the survey at the end of the course to receive your certificate. Please complete this survey as it allows us get funding from the government and continue delivering these free courses

Learning Outcomes for this course

Over the next 3 sessions you will learn many crucial Excel skills:

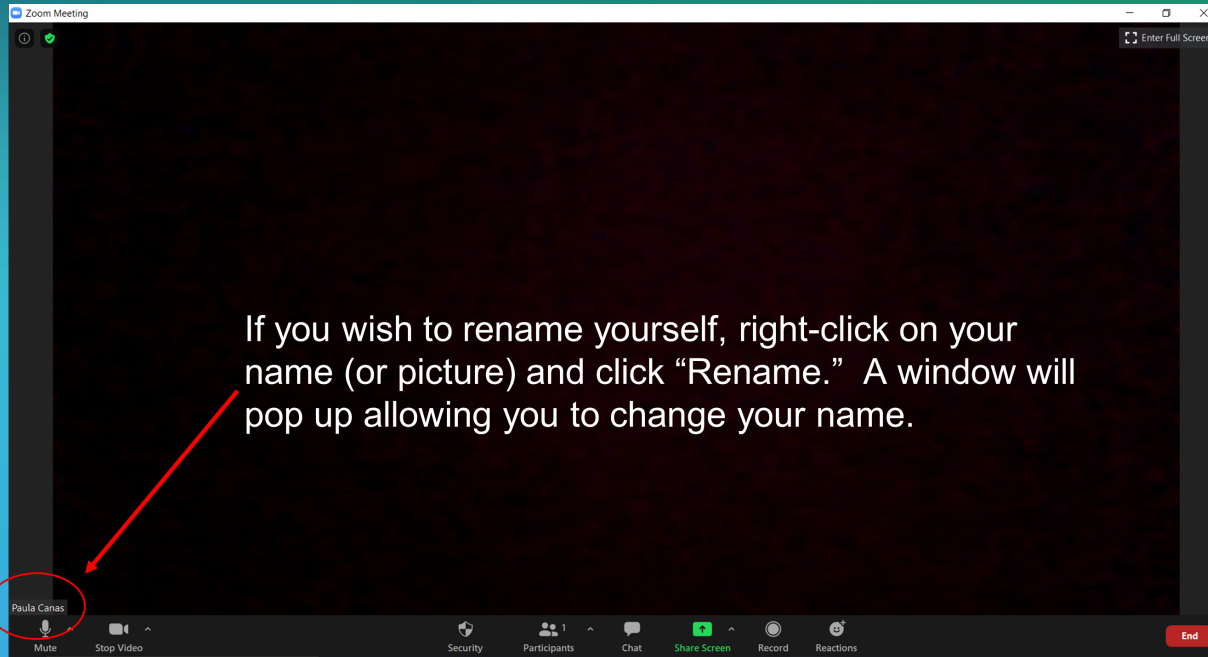
- Create a basic worksheet by entering text, values, and formulas
- Change the appearance of worksheet data by using a variety of formatting techniques
- Create formulas by using some of Excel's built-in functions
- Filter and sort Excel data
- Plan, create and modify charts
- Prepare a document for printing using a variety of printing options

Learning Outcomes – Day 1

- Start by knowing how to open Excel
- Understand Cell Basics: Rows, Columns
- Customizing the Ribbon
- Editing a Worksheet
- Add Name to a Worksheet
- Rename a Worksheet
- Copy a Worksheet
- Move a Worksheet
- Change the colour to a Worksheet

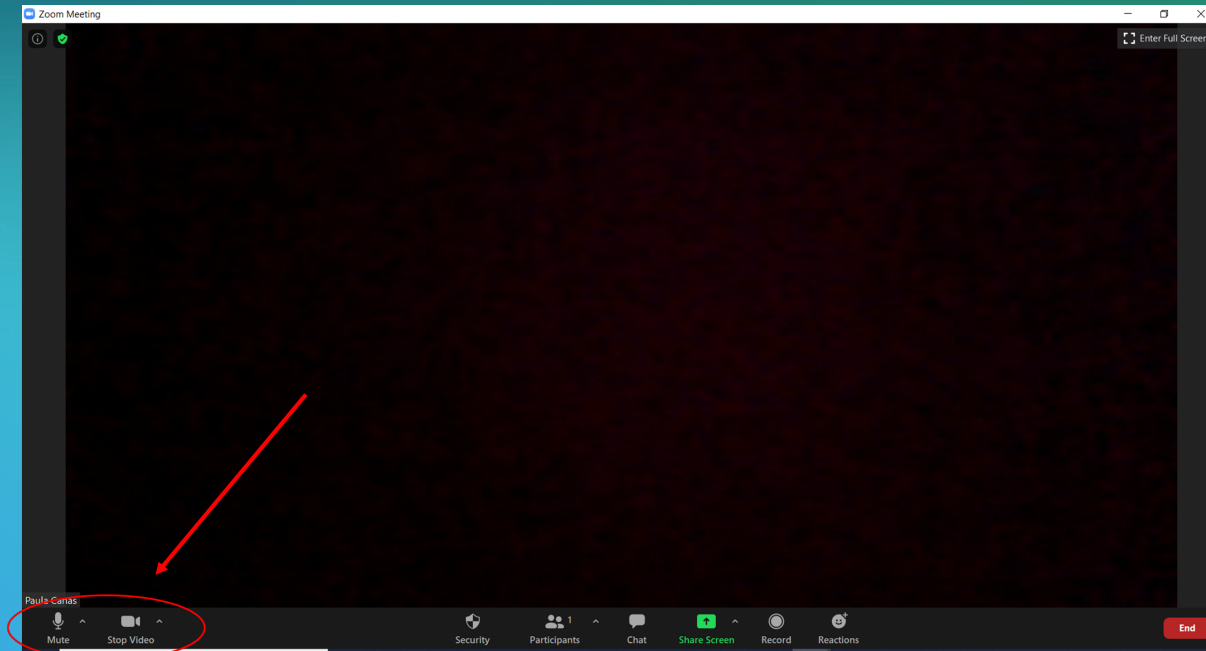
How to use Zoom: RENAME

Button is at the bottom left corner of your screen



How to use Zoom: MUTE & VIDEO

Buttons are at the bottom left corner of your screen

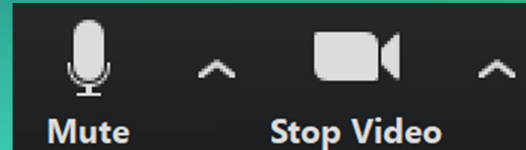


How to use Zoom: MUTE & VIDEO

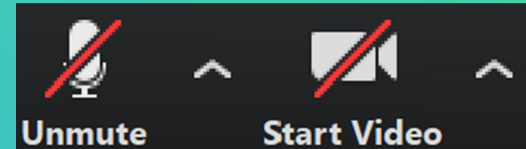
Click on the button to mute/unmute or start/stop video.

A red line crossing through the microphone or camera, means that it is muted or off.

Microphone and Camera ON



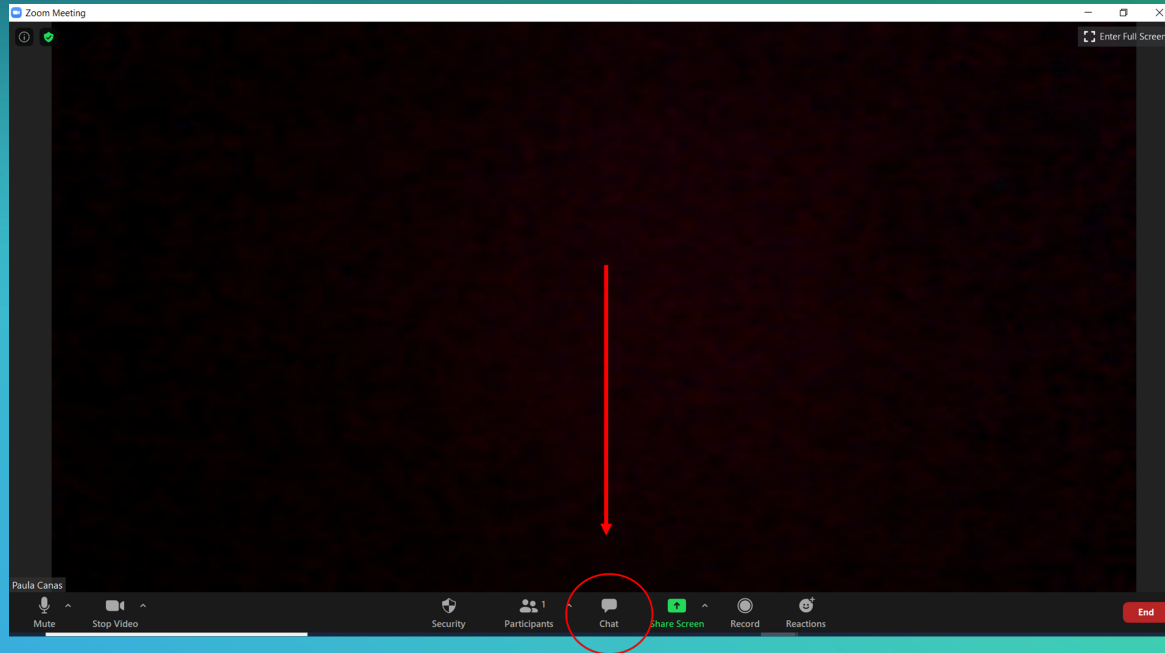
Microphone and Camera OFF



Important: Please mute yourself when you are not speaking, otherwise everyone will be able to hear your background noise

How to use Zoom: CHAT

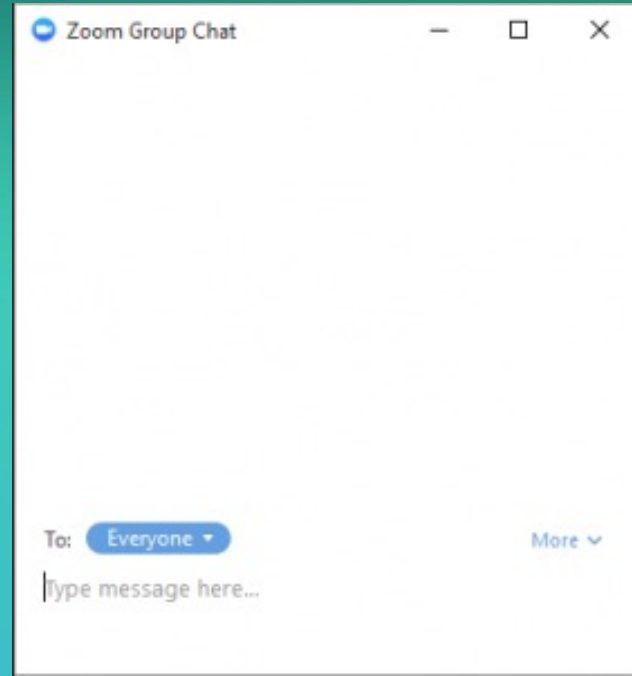
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How to use Zoom: CHAT

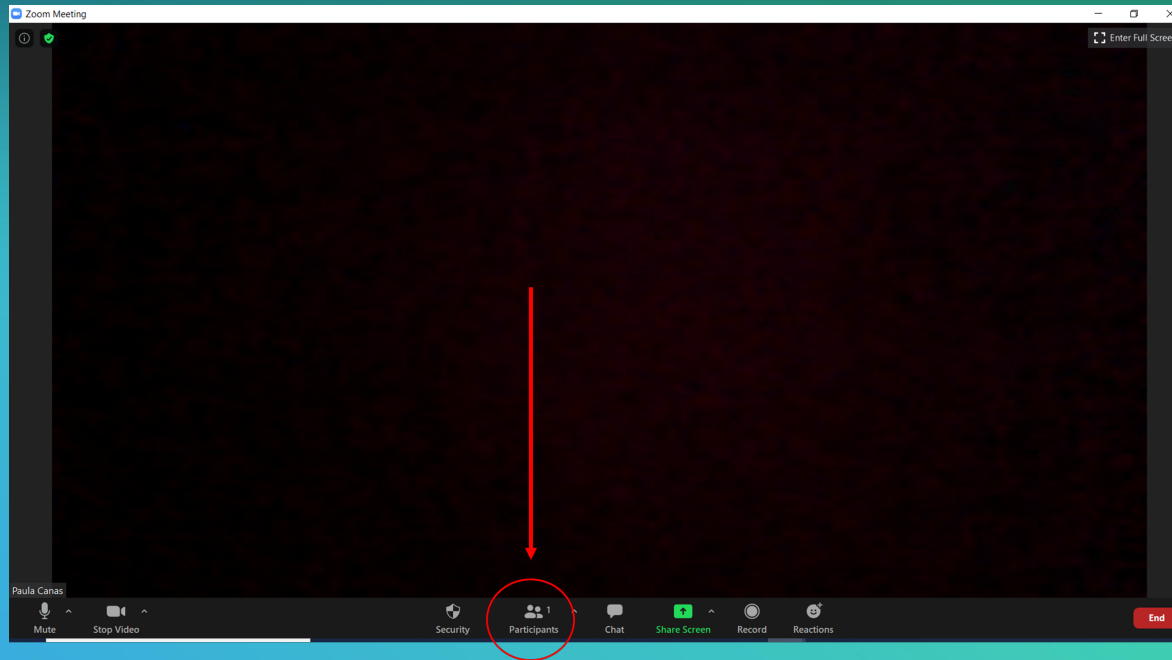
Use the chat function to:

- Ask & answer questions
- Chat with the group
- Private message with other participants or message your instructor for tech support



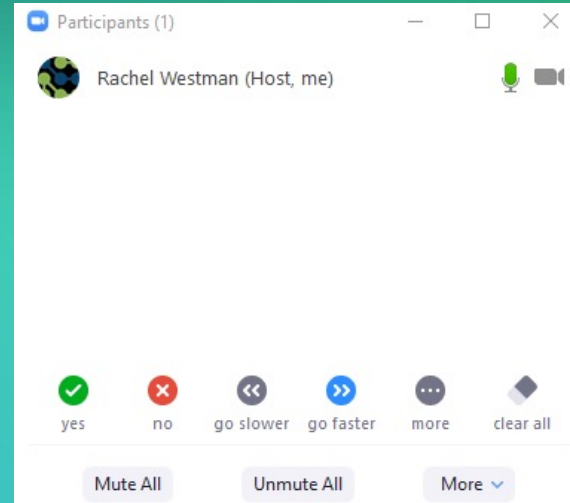
How to use Zoom: PARTICIPANTS

Button is at the bottom middle section of your screen



How to use Zoom: PARTICIPANTS

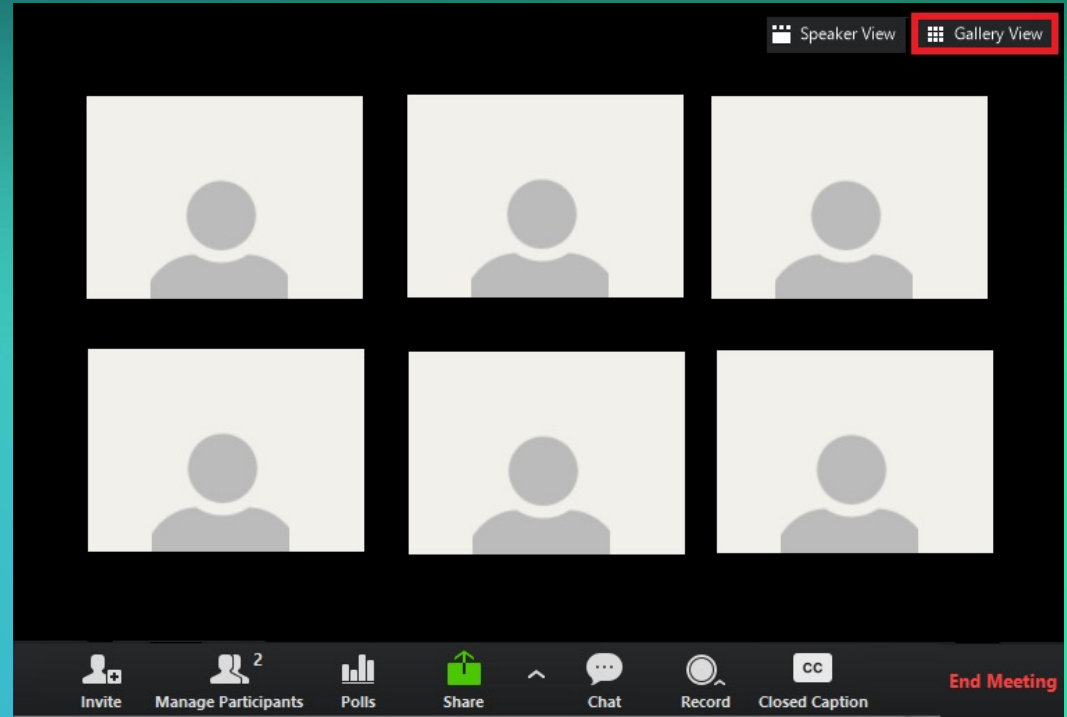
Use the participants function to quickly respond to questions from the speaker/host with non-verbal feedback



How to use Zoom: VIDEO LAYOUT

There are 3 video layouts located at the top right corner of your screen:

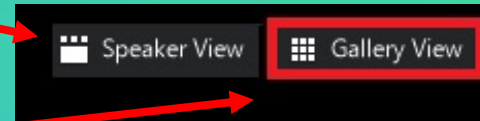
- (Active) Speaker View
- Gallery View
- Floating thumbnail window (when you minimize ZOOM)



How to use Zoom: VIDEO LAYOUT

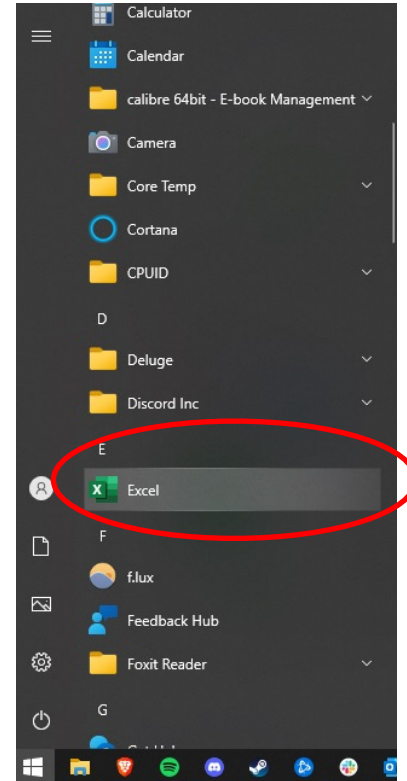
Select the Speaker View when the instructor is teaching.

Select the Gallery view for Q&A and when participating in discussions.



Using Windows 10:

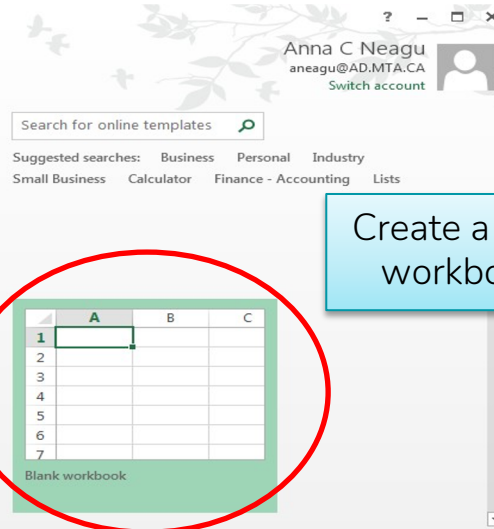
1. Press the Windows key (⊞) or click the Start button.
2. Type Excel or scroll down to “E”
3. Click on Excel



When you open Excel for the first time, the Excel Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.



Open an existing workbook



Create a new workbook

Quick access
toolbar

Tabs

The Excel interface

Ribbon

Cell
address

Cell

Row

Formula
bar

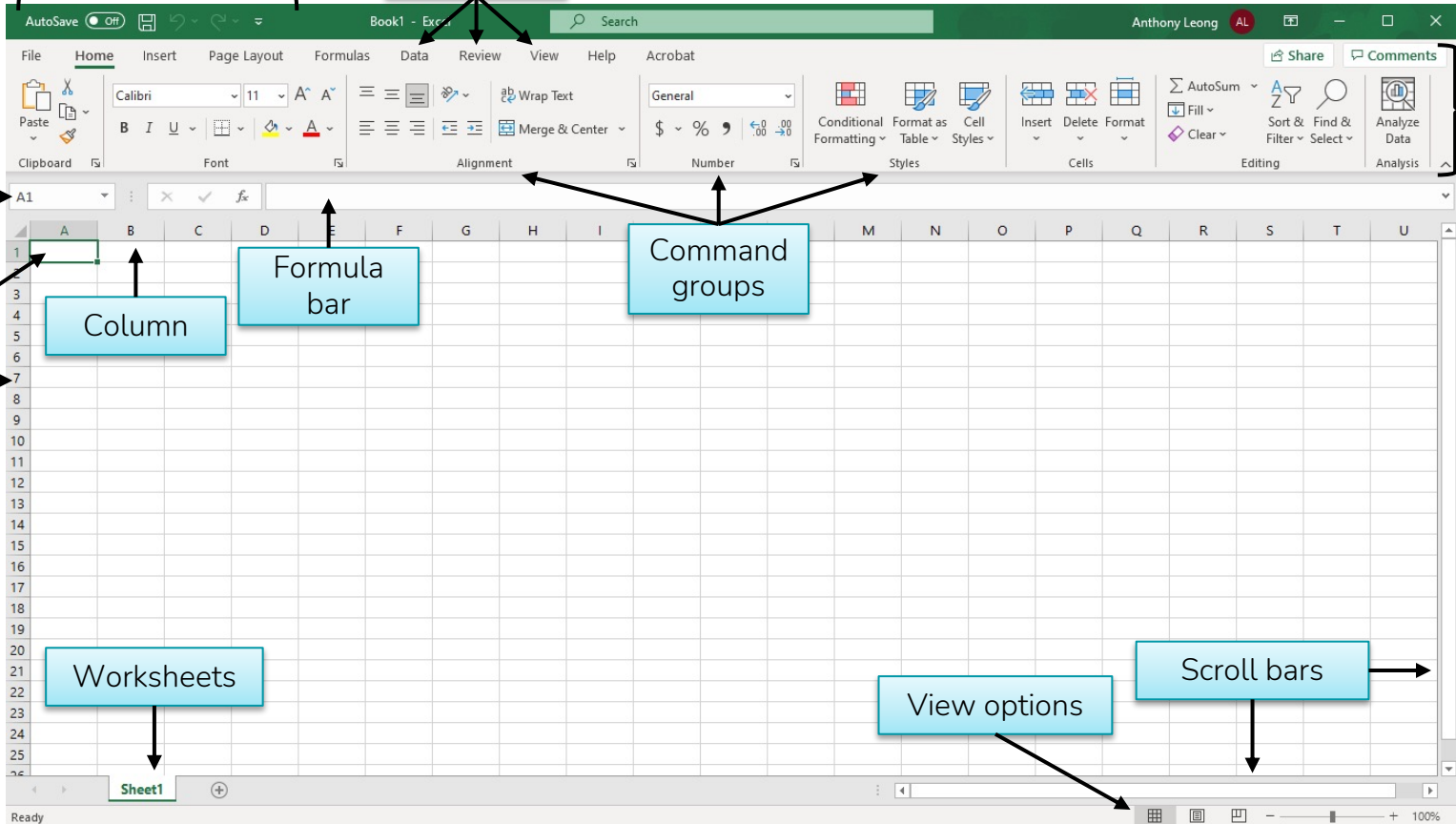
Column

Command
groups

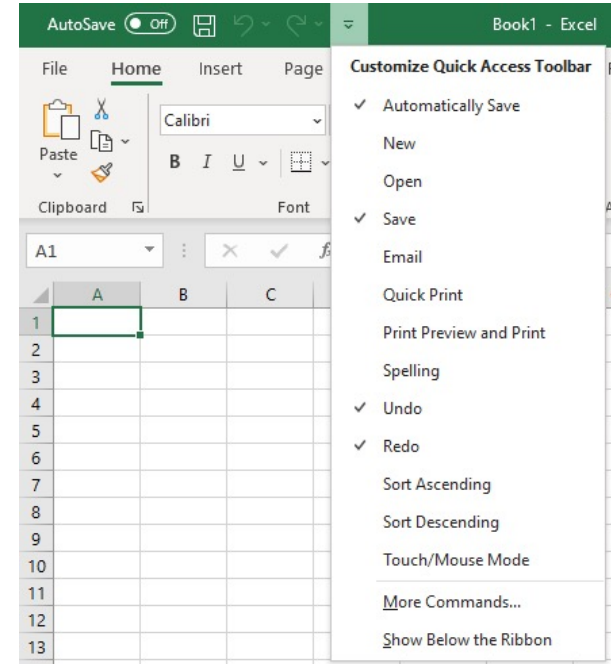
Worksheets

View options

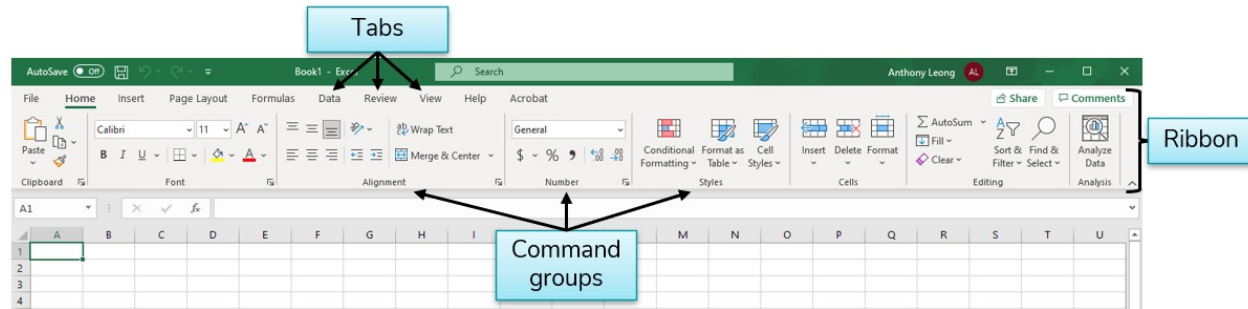
Scroll bars



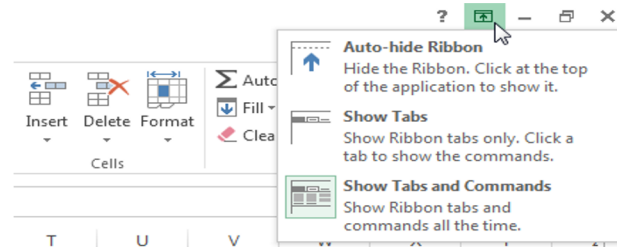
The quick access toolbar contains commonly used commands. By default, it includes *Save*, *Undo*, and *Redo*. You can toggle AutoSave and add other commands if you wish.



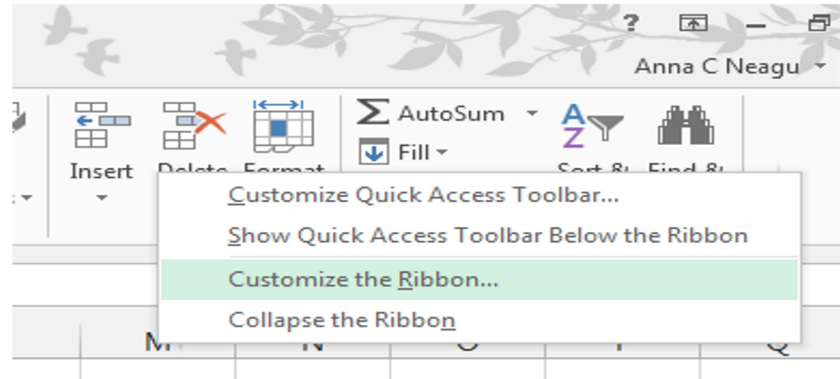
The Ribbon contains Tabs, and within each Tab are command groups. Using these commands effectively is the key to using Excel and many Office applications.



You can minimize or Auto-hide the Ribbon if you feel that it takes up too much space.

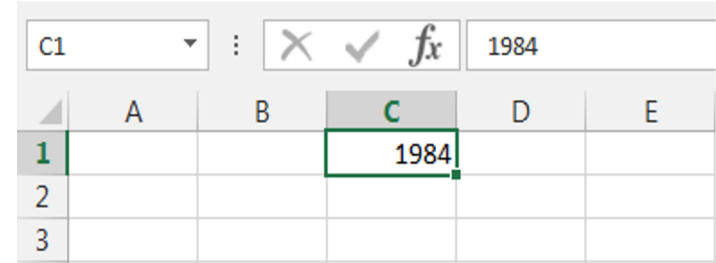


Feel free to customize the Ribbon if it is missing features you would like. Right click the Ribbon to open the following menu:

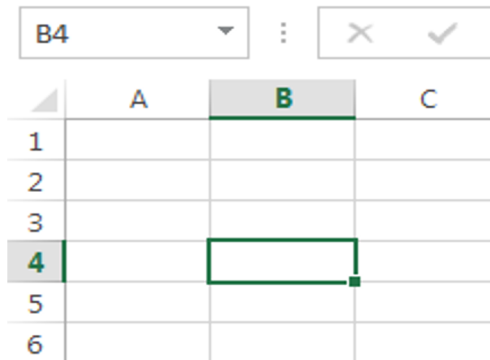


In the formula bar, you can enter or edit data, a formula, or a function that will appear in a specific cell.

When we enter “1984” into cell C1, the data appears in both the formula bar and in cell C1.



	A	B	C	D	E
1			1984		
2					
3					



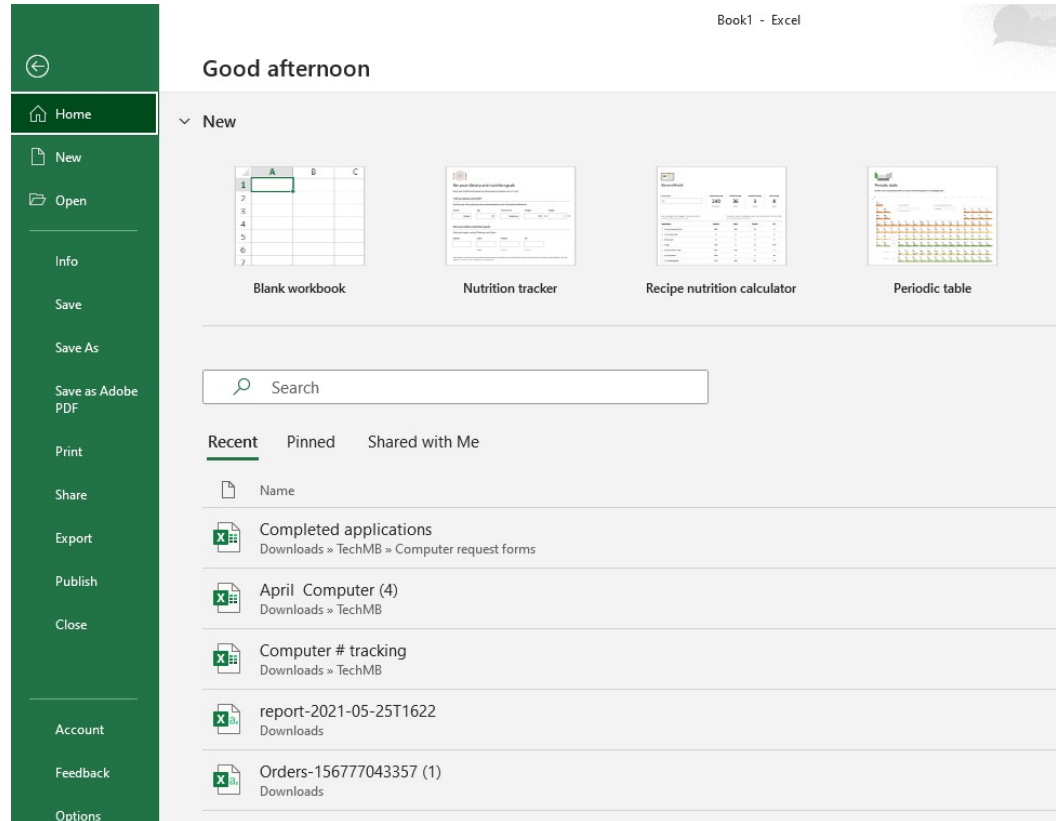
	A	B	C
1			
2			
3			
4			
5			
6			

The Name box displays the address, or "name" of a selected cell.

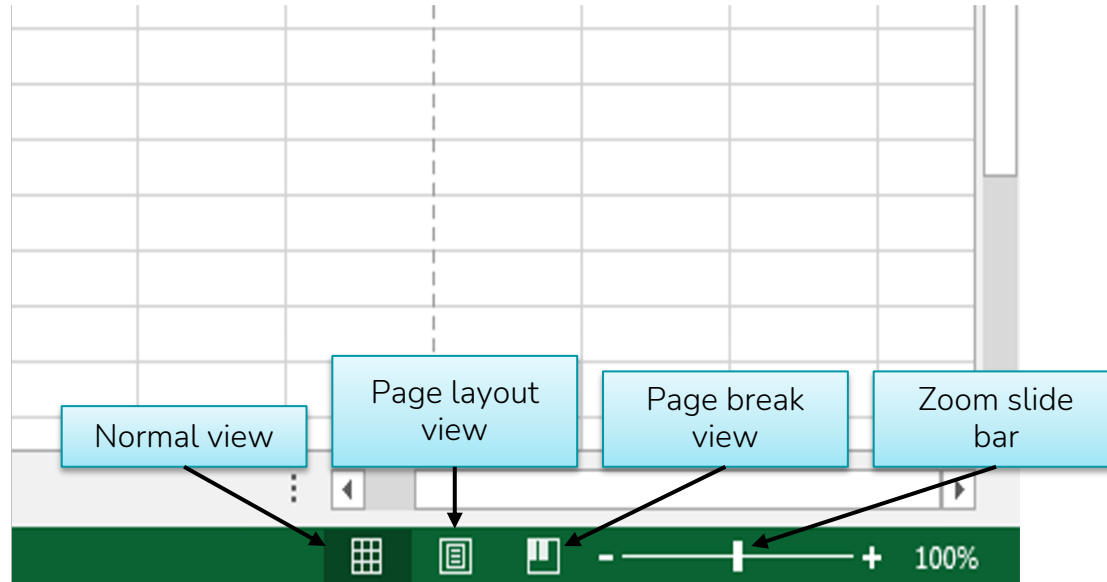
Note that cell B4 is where column B and row 4 intersect.

Click the File tab on the Ribbon to open Backstage view.

You can perform various tasks from here, including Save As, Print, opening a new/existing file, and adjusting settings.

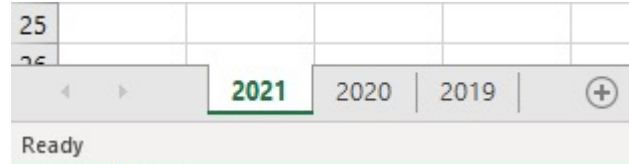


You can change how the spreadsheet is displayed from the View tab or in the bottom right corner of the window. This can be helpful if you want to print or zoom in or out.

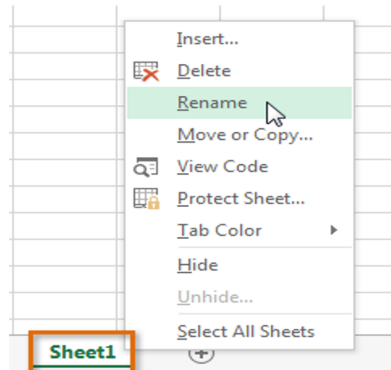


- Open Excel.
- Click through all tabs and review the commands on the Ribbon.
- Try minimizing and maximizing the Ribbon.
- Add a command to the Quick Access toolbar.
- Navigate to Backstage view and open your Account settings.
- Try switching worksheet views.
- Close Excel (you do not have to save the workbook).

- Excel files are called workbooks. Each workbook contains one or more sheets
- When working with a large amount of data, you can create multiple sheets in one workbook. For example, if you have a budget workbook, you might have one sheet for each year's budget



- Create a new sheet by clicking the “+” icon
- Double click the sheet tab (named “Sheet1”, “Sheet2” and so on by default) or right click to rename it
- You can also copy or delete a sheet from this menu
- Click and drag to change the order of sheets
- Use “Tab Color” to add colour to a sheet’s tab



- Create a new sheet and rename it
- Copy a sheet
- Delete a sheet
- Try moving your sheets into a different order
- Add colour to a sheet tab

Questions?

