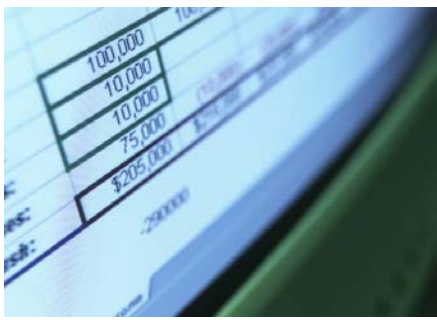


INTRODUCTION TO EXCEL



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In this lesson we will examine two kinds of EXCEL uses.

1. Using Excel to keep track of information
2. Using Excel to keep a budget

Depending on the needs of the persons in the workshop, we will create either a budget spreadsheet using the math applications of Excel, or we will create a standard spreadsheet to keep track of information. If time permits, we can do both and add tables and charts to our data.

Excel Budget Page:

Excel is a powerful tool when using it for mathematical applications either at home or in the workplace. In the workshop we will create a budget spreadsheet for either paying monthly bills or to go grocery shopping.

Excel Spreadsheet Page

On this page we will look at a common spreadsheet application and examine cells, sorting, and adding information. We discuss applications for using this type of spreadsheet. Then we will create our own spreadsheet using relevant information from our daily lives.