MS Excel Workshop

1. This is an introductory workshop.
2. Open MS Excel and review window.
   - Title Bar
   - Quick Access Tool Bar
   - Ribbon and Tabs
3. Create a new workbook.
4. Save a workbook.
5. Enter data.
6. Edit and format cells.
7. Adjust columns and rows.
8. Calculate data with formulas.
9. Chart your data.
10. Print.

Limited Seating
Call 285-1116