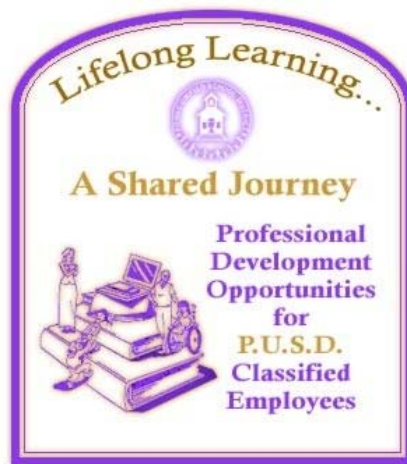


Poway Unified

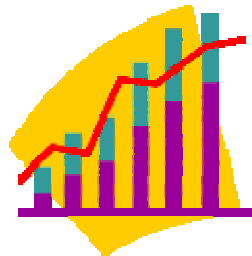


Professional Development

Learning MS Excel

AGENDA

10:15 to 12:15



1. Exporting the Data
2. Learning the Windows
3. Learning the Features
4. Applying the Knowledge
5. Feedback and Evaluations

Poway Unified School District

<http://www.extension.iastate.edu/Pages/Excel/homepage.html>

Unit 1: Spreadsheet Basics

[The Application Window](#) - Tools and Features

- Title Bar
- Menu Bar
- Toolbars
- Formula Bar
- Status Bar

[The Document and Workbook Window](#) - Tools and Features

- Title Bar
- Workbook Page
- Scroll Bars
- Sheet Tabs and Scrolling Buttons

[Basic Terms and Definitions](#)

- Cell
- Active Cell or Selected Cell
- Block
- Workbook
- Constant Values
- Formulas

[Basic Document Activities](#)

- Moving Around in the Spreadsheet
- Marking a Block
- Data Entry
- Editing Data
- Entering Formulas
- Saving the Workbook
- Printing the Workbook
- Quitting Excel
- Open versus New

[Summary of Unit 1](#)

[Unit 1 Exercises](#)

Unit 2: Common File Modifications

[Changing Column Widths](#)

[Inserting and Deleting Columns and Rows](#)

- Inserting a Column or Row
- Deleting a Column or Row
- Recover with an Undo
- How Do Insertions and Deletions Affect Formulas?

[Simple Formatting Changes](#)

- Bold and Italic
- Font Changes
- Alignment Changes

[Copying and Moving](#)

- Copying
- Moving

[Using Dates](#)

[Using Style Options on the Formatting Toolbar](#)

[Unit 2 Summary](#)

[Unit 2 Exercises and Questions](#)

Unit 3: Printing and Formatting Enhancements

[Working with the "Format Cells" Dialog Box](#)

- Number Tab
- Alignment Tab
- Font Tab
- Patterns Tab

[Adding Lines Selectively](#)

- Using the Font Tab
- Using the Borders Button
- Using the Border Tab Under Format Cells

[Using AutoFormat](#)

[More About Printing](#)

- Using Preview
- Centering Vertically and Horizontally
- Adjusting Margins
- Turning Off Gridlines and Colors When Printing
- Landscape Printing

[Selecting Areas With the Mouse](#)

[Summary - Unit 3](#)

[Unit 3 Exercises and Questions](#)

Unit 4: Sorting and Multiple Sheet Layouts

[Sorting](#)

- Using the Sort Buttons
- Sorting Using the Sort Dialog Box

[Using Absolute References](#)

[Working With Multiple Sheets of Information](#)

- Naming Sheets
- Referencing Data From Another Sheet
- Applying Formatting Across Sheets
- Deleting a Sheet

[Tips For When Your Applications Get Larger](#)

- Freezing Column and Row Headings on the Screen
- Repeating Headings on Multiple Printed Pages

[Unit 4 Summary](#)
[More Exercises and Questions](#)