

## Structure of 3 Hour Lab

- The tutorial is available at <https://www.gcflearnfree.org/excel2016>. (Remember to bookmark this)
- Upon completion of the tutorial, you will be proficient in Excel's most common features and will learn how to create professional-looking documents.
- You will follow a particular course of study (as set out by me) at your own pace in the computer lab. You will be asked to complete particular Exercises to practice particular skills.
- During class I will check your progress and help students who need it.
- For each lesson it is recommended that each student:
  - watches the accompanying video
  - reads through the lesson and
  - completes the assignment.
- At the end of the lab, students will zip the assignments files and upload them to Moodle.
- Only some lessons will be covered during the lab, however students should use this resource if they need help in any other aspect of Excel.

Week 7 Plan		
4. Formulas and Functions	5. Cell References	6. Charts
<ul style="list-style-type: none"><li>• Creating more complex formulas and functions</li></ul>	<ul style="list-style-type: none"><li>• Relative and Absolute References</li><li>• Cross-sheet References</li><li>• Cross-worksheet references</li></ul>	<ul style="list-style-type: none"><li>• Introduction to Charts</li></ul>