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.

1. Excel 2016 Basics	2. Working with cells and sheets	3. Formulas and Functions
- Getting Started with Excel - Creating and opening Workbooks - Saving Workbooks	- Cell basics - Modifying columns, rows and cells - Understanding Number Formats - Working with multiple worksheets - Using Find and Replace - Check spelling - Page Layout and Printing	- Introduction to formulas - Introduction to functions