

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 6 Plan | | |
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| 1. Excel 2016 Basics | 2. Working with cells and sheets | 3. Formulas and Functions |
| <ul style="list-style-type: none"> • Getting Started with Excel • Creating and opening Workbooks • Saving Workbooks | <ul style="list-style-type: none"> • Cell basics • Modifying columns, rows and cells • Understanding Number Formats • Working with multiple worksheets • Using Find and Replace • Check spelling • Page Layout and Printing | <ul style="list-style-type: none"> • Introduction to formulas • Introduction to functions |