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.

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| **Week 6 Plan** |

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| 1. Excel 2016 Basics | 1. Working with cells and sheets | 1. 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 |