# Microsoft Excel for Beginners

St. Albert Public Library
Cultivating Community

# Learning Objective

By the end of this class you will be able to:

- ☐ Create, Save and Navigate an Excel Workbook
- ☐ Enter data into a spreadsheet
- ☐ Construct and Copy Formulas
- ☐ Format Data and Edit Cells
- ☐ Chart Data.

# What is Excel ?

- Microsoft Office product
  - Industry standard for creating spreadsheets
  - Create, analyze and manage data.
  - Performs powerful calculations and has the ability to make logical decisions.
  - Visualize data in the form of a chart.
- A new version comes out every three years
  - The current version is Excel 2010
  - The computers at the library are running Excel 2007.

# More Help:

- Book a 1hr One-on-One session with a librarian
- DIY Books (**005.54** *Dewey Number*)
- http://office.microsoft.com/en-ca/excel/
- http://www.sapl.ab.ca/page/online-computer-training