

Outline for 8/20/13 Webinar:

Recording: <http://www.youtube.com/watch?v=TFRRCSH8aIA>

“Lunch & Learn Relax Webinar: Back to Basics with Microsoft Excel”

- [4:22] Help Feature
 - If you want to get better at Excel – use the Help Feature. Press F1 – want to know how to do:
 - Sum Function - This pulls up a video if you need it, etc. Walk you right through it.
- [7:04] Terminology & Workbook Management
 - Worksheet vs. Workbook
 - Setting up Excel to have only 1 sheet to start
 - New Worksheets (AKA: Tabs) – Not a Workbook
 - Creating new
 - Renaming Sheets
 - Reorganizing Sheets
 - Copying / Moving a worksheet within or to another workbook
- [11:42] Ribbon
 - The ribbon is up there – recommend that you look at it. There are faster ways to do what you are already doing. We’ll touch on those items.
- [15:57] Some basics
 - Find Feature
 - Matching Partial Cells, etc.
 - Searching within sheets vs. within workbook
 - Ctrl-Zoom / Zoom out
 - Using F2
 - Formatting The sheet
 - Getting the cells lined up correctly
 - Changing to text and/or currency values
 - Centering text
 - Use the highlighting to get basic information
 - Ctrl Z or Undo
- [17:32; 18:40] Creating Tables & Graphs
 - Difference between Filters and Tables
 - Tables automatically have the filtering built in – No need anymore to use filters
 - Show Table setup
 - Insert Total Row
 - Review examples of Sorting & Filtering Data



- Show how to know if filters are on
 - Show how to clear all the filters
- Show how to add notes and either expand or shrink the table
- How to create Pivot Table and then Graph
 - Show how to format the numbers
 - Show how to change from count to sum to average
- [41:43] Question & Answer Time