MS Excel 2013 Basics:
Lesson Plan

Objective: This class is intended for patrons with very little computer experience. Explains what Excel is and includes samples of how Excel can be used. A detailed explanation of the Excel interface will be covered along with autofill and basic calculations. Students will practice their skills by creating a budget, contact list, or similar activity.

Materials:
- Excel Instructor's Guide
- Excel handout

Set-up
- Video: Getting Started with Excel,GCFLearnFree https://youtu.be/K0-svI94LuQ
- Excel samples
- Excel

TODAY's CLASS
- What is Excel
- Samples of how to use Excel
- Excel Overview of Interface
- Basic Navigation
- Hand's on activity

WHAT IS EXCEL?

Excel is a spreadsheet software that is part of the Microsoft Office Suite. It allows users to organize data, perform calculations, and create charts of data.

The spreadsheet is comprised of cells that can have text or numbers. Each cell can be formatted to perform calculations. The spreadsheet contains rows and columns that you can personalize with color and text font size and style.

****Pass out Excel Handout****

WHAT CAN YOU DO WITH A SPREADSHEET?
- sort items by column
- calculate items in a row or column
- create a graph or chart
- perform calculations

WHY USE EXCEL?
Challenging at first, but intuitive.
Contains more features than Google Spreadsheets.
Most organizations us it.

EXCEL SAMPLES
[Demo sample spreadsheets]
- budget
- exercise schedule
- track your calories
- chores list for kids
- contact list of numbers and addresses
- plan your meals
- simple checklists

****Open Excel, Blank Document****

BASIC INTERFACE FEATURES (refer to handout)
- **Quick Toolbar**
  - Most used commands
  - Can personalize commands added to Quick Toolbar
- **Top Right Menu Bar**
  - Help: Receive MS Excel Help
  - Ribbon Display Options
    - Can hide tabs, ribbon, or display both.
  - Minimize Window
  - Restore Window (or Maximize Window)
  - Close Window
- **Bottom Right Menu Bar**
  - Zoom Slider—increase/decrease view
  - Normal, Page Layout, Page break
- **Scroll Bar** (bottom and right side)
- **Ribbon**
  - **Tabs** – each tab provides different groups and commands
    - Home: contains most used commands
    - Insert: insert images, charts, graphs

- Page Layout: change margins, orientation
  - Formulas: Calculation Functions, Formulas
  - Data: Sort and filter data
  - Review: Spell check, add comments
  - View: Freeze panes, page break, gridlines
- **Groups** – contains groups of commands within each tab. Makes it easier to locate commands.
- **Commands** – features to complete tasks

SPREADSHEET
- **Rows** – labeled by a number, runs horizontally. Click on number to select entire row.
- **Columns –** labeled by a letter, runs vertically. Click on letter to select entire column.
- **Cells –** each cell can hold words, numbers, and formulas.
- **Cell address (name box) –** a letter and number that specifies the column and row of a cell's location.
- **Formula bar** – Displays the contents of a cell and allows you to view formulas in a cell.

WORKSHEET**:** a single spreadsheet. You can create multiple worksheets in one workbook. Click on bottom left ⊕ to add a worksheet.

WORKBOOK**:** a file made up of one or more worksheets. When you save an Excel file, you save the file as a workbook.

NAVIGATION – how to move through the cells
- Left Click to select a cell
- Enter to move down
- Tab to move right
- Arrow Keys to move up, down, left, right
- Ctrl + Home – move to first cell
- Ctrl + End – move to last cell

CURSOR (refer to handout)
- Selection Cursor
- Autofill Cursor
- Resize Rows/Columns Cursor

BACKSTAGE (File → Backstage)

- Info
- New - create a new workbook
- Open
- Save – name and save workbook
- Save As
- Print
- Share Export

Blank Document Activities:

- Autofill Months, days of week, numbers

ACTIVITY

Open **Excel2013ContactListActivity.xlsx** to demonstrate the following:

- Changing font style, size, and color
- Merge & Center
- Wrapping text
- Modify column and rows width and height
- Select All button (modify all rows & columns by only modifying one)
- Cell boarders & Fill color
- Insert, delete, move (cut & paste), and hide a row and/or column
- Freeze top row
- Freeze first column
- Sort and Filter
- Add "Total" row
- Insert Simple addition formula for Dues total
- Add a Worksheet
- Save to desktop

More Simple Formula Activities can be found at:

https://www.gcflearnfree.org/excel2013/simple-formulas/1/