

Department of Clinical Education presents

Introduction to Excel

Course Description

Microsoft Excel is a spreadsheet software program that allows you to make quick and accurate numerical calculations. Excel provides the tools to create financial reports, statistical analysis and to manage investment portfolios. This class is an introduction to spreadsheets **for beginning users who have very limited or no experience using a spreadsheet program.**

Course Objectives

Upon successful completion of the course, the participants should be able to:

- Become familiar with the Excel Window.
- Use the “menu” and “toolbars”.
- Use the “help” tool.
- Create new workbooks.
- Manage and navigate the worksheet.
- Use selection techniques.
- Create a spreadsheet.
- Enter, edit and save data.
- Perform calculations.
- Understanding Basic “tips and tricks”.

Prerequisites

Introduction to Windows, a basic understanding of the mouse, menu and Windows environment, and some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator

Times & Dates

- Feb 3, 2010; 8:30 am-12:00 pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Introduction to Excel

Name: _____

License #: _____

Address: _____

Organization: _____

City/State/Zip: _____

Position/Unit: _____

Home Phone: _____

Work Phone: _____