

## “Introduction to Excel” – Training by Danny Rocks

What you will need:

- Access to a laptop during the training session
- A copy of the handout to take notes and review

What will be covered?

- Examine the basic elements of an Excel spreadsheet / workbook
- Perform basic calculation
- Copy formulas to other parts of the workbook
- Learn the difference between Relational and Absolute reference points
- The “magic” of Auto Fill to make data entry easy
- Quick tip for professional formatting of your worksheet
- Create a chart (graph) of your numbers
- Create a simple budget using formulas
- The advantages of using Names and Labels in your formulas
- Sorting and filtering a data list

What you will get:

- All of the practice files – copied onto your laptop; I will email a copy to you for home practice
- A handout with copies of all the files and exercises