



INTRODUCTION TO SPREADSHEET

OVERVIEW

This workshop will show participant the basics of using powerful tools in Excel. It suitable for teachers who have no knowledge or very basic knowledge of Microsoft Excel.

LANGUAGE

English

TIME

2.00—4.30pm

DURATION

5 hours (2.5 hours per session)

TARGET PARTICIPANT

All teachers

METHODOLOGY

- ◆ Workshop style
- ◆ Demonstration
- ◆ Hand-on Activities

LEARNING OUTCOMES

At the end of the workshop, participants will be able to:

- Create and Open, and Save Workbooks
- Use excel for creating tables and change the formatting of numbers and text to make information stand out.
- Add, subtract, multiply, and divide and using simple formulas and functions.
- Freeze or lock panes to scroll down and see your rows of data, so that the top row always visible.
- use Sorting to change the order of your data.
- use cell references in a formula to calculate the answer automatically using the numbers in the referenced cells.
- Use AutoFill and Flash Fill to help enter a lot of repetitive Information in Excel.
- Add or subtract time.
- add headers to the top and footers to the bottom of a worksheet.
- Create and manage drop-down lists.
- Password protect workbooks and worksheets contain sensitive strategic data or share the data freely with anyone without requiring a password but require a password to make changes.
- Print worksheets and workbooks one at a time, or several at one time, or print a partial worksheet

CONTENT

- Creating and Opening, and Saving Workbooks
- Cell Basics
- Formatting Cells
- Worksheet Basics
- Basic Formulas and Functions
- Freeze or Lock Panes
- Sorting Data
- Cell References
- Autofill and Flash Fill
- Add or Subtract Time.
- Headers and Footers
- Drop-Down Lists.
- Password Protect Workbooks and Worksheets
- Print Worksheets and Workbooks