

# Computer Skills Workshop Series

## EXCEL Spreadsheets-Microsoft Office 2016

### Summer 2017

Hosted by Cowley First

Instructor Michael Brooks, ACHS

Cowley First has teamed up with Ark City High School to provide **computer skills** training for **local businesses and employees**. Intro, Intermediate and Advance Excel will be offered throughout the month of June. More dates may be announced if there is enough demand.

Class sizes are limited to 24. Enroll in one or all three. All instruction will be hands-on in the computer lab.

#### Intro June 8th

8 am-noon

Objectives:

- Describe the Excel Worksheet
- Enter Text and Numbers
- Use the Sum Button to Sum a Range
- Copy the Contents of a Cell to a Range of Cells using Fill Handle
- Apply Cell Styles
- Format Cells in a Worksheet
- Create a Clustered Cylinder Chart
- Change a Worksheet Name and Tab Color
- Preview and Print a Worksheet
- Use the Auto Calculate Area to Display Statistics
- Correct Errors on a Worksheet
- Enter Formulas Using the Keyboard and Point Mode
- Apply the Average, Max, and Min Functions
- Verify a Formula Using Range Finder
- Apply a Theme to a Workbook
- Add Conditional Formatting to Cells
- Change Column Width and Row Height
- Set Margins, Headers, and Footers

#### Intermediate June 20th

8 am-noon

Objectives:

- Rotate text in a cell
- Create a series of month names
- Copy, paste, insert, and delete cells
- Format numbers using format symbols
- Freeze & unfreeze rows & columns
- Show and format the system date
- Use absolute and mixed cell references in a formula
- Use the IF function to perform a logical test
- Create Sparkline charts
- Use the Format Painter button to format cells
- Create a 3-D Pie chart on a separate chart sheet
- Rearrange worksheet tabs
- Change the worksheet view
- Answer what-if questions
- Goal seek to answer what-if questions

#### Advanced June 22nd

8 am-noon

Objectives:

- Create and manipulate a table
- Delete sheets in a workbook
- Add calculated columns to a table
- Use icon sets with conditional formatting
- Use the VLOOKUP function to look up a value in a table
- Print table
- Add and delete records and change field values in a table
- Sort a table on one field or multiple fields
- Query a table
- Apply database functions, the SUMIF function, and the COUNTIF function
- Display automatic subtotals

**Location: Ark City High School**  
Rm 249

**Registration REQUIRED!**

Call or email Deb Firebaugh @  
Cowley First  
(620) 221-9951 or 442-3094 or  
dfirebaugh@cowleycounty.org

**COST: \$10 per employee per  
class payable to Cowley First**

**Classes will fill quickly-do not wait to register!**