

Introduction to Excel 2013 - Part 1									
Indian Prairie Public Library - Ron Scharping - Instructor									
Welcome									
What is Excel?									
Getting Started									
Opening Excel									
Excel Vocabulary									
Tiile Bar									
Quick Access Tool Bar									
Workbook Name									
Minimize/Maximize or Restore Down/Close Excel									
Menu Bar									
Tabs									
Ribbon Bar									
Group									
Icon									
Screen Tip									
Help									
Minimize/Maximize or Restore Down/Close Workbook									
Address Bar									
Formula Bar									
Scroll Bars									
Sheets									
Zoom Bar									
Workbook									
Cell									
Active Cell									
Select									
Range									
Cell Contents									
Labels/Numbers									
Font/Size, Bold, Italic, Underline									
Arithmetic Operators									
(), ^, *, /, +, -									
Building a Worksheet									
Entering data									
ESC									
AutoFill									
Changing column width or row height									
Inserting a column or row									
Deleting a column or row									
Functions and Formulas									
Sum/Autosum									
Copy/Paste									
Resources									
Excel tutorials available in <b>Learning Express Library</b> database found at <a href="http://www.ippl.info">www.ippl.info</a> under RESEARCH									