



Online Lesson Instructions: Getting Started with Excel

Lesson Title: Welcome to Excel - Basics for Beginners

Step-by-Step Guide:

1. Open the Sample Excel File:

- Download and open the file titled "Welcome to Excel.xlsx."

2. Understanding the Excel Interface:

- Take a moment to familiarize yourself with the Excel interface. Identify key components such as the Ribbon, formula bar, worksheet tabs, and cell grid.

3. Entering Data:

- Click on a cell and type in text, numbers, or dates. Press ENTER to move to the next cell below, or use the arrow keys to navigate.
- Practice entering data into a few cells across the worksheet.

4. Basic Calculations:

- Select a cell and type a basic formula to perform calculations (e.g., =5+3 or =A1+B1).
- Press ENTER to see the result. Experiment with simple addition, subtraction, multiplication, and division.

5. Formatting Cells:

- Highlight a range of cells and use options in the Home tab to change the font, adjust text alignment, or apply number formats (e.g., currency, date).
- Try changing the color of text and applying borders to a set of cells.

6. Practice Exercise:

- Use the sample data in the worksheet to enter new information, perform basic calculations, and apply formatting.
- Experiment with different features to see how they work and enhance the appearance of your worksheet.

7. Save Your Progress:

- Save your file after completing the exercises to keep a record of your practice work.

Tip: Use keyboard shortcuts like CTRL + C (copy), CTRL + V (paste), and CTRL + Z (undo) to make your work faster and more efficient.