

LABS 4 and 5

MICROSOFT EXCEL 2010

1. Getting started with **EXCEL** application program
2. Introduction of the Screen Layout
 - a. Function Bar
 - b. Columns
 - c. Rows
 - d. Cells
 - e. FILE
 - i. New
 - ii. Open
 - iii. Save
 - iv. Save as ...etc
 - f. Ribbon
 - i. Home
 - ii. Insert
 - iii. Page Layout
 - iv. Formulas
 - v. Data
 - vi. Review
 - vii. Viewetc
 - g. Quick Access Toolbar
3. Open a workbook
4. Entering data
5. Select data
6. Select Row/Column/Cell
7. Insert or Delete Row/Column/Cell
8. Find and replace data
9. Excel Formulas
 - a. **Sum**
 - b. **Average**
 - c. **Min**
 - d. **Max**
 - e. **Count**
 - f. **Counta**
 - g. **If**
 - h. **Countif**
 - i. **Sumif**
10. Creating and editing **Charts**