

Additional Script for:

Quick Excel Tutorial

Slide 2:

For those of you who have not seen Excel before (or in a while) this is the starting screen.

You'll recognize some familiar tools on The Ribbon (formerly known as: The Toolbar) across the top.

Copy, Past, Font & size selection, bold italic & underline, text alignment. Then things start to get a bit different.

You now have all kinds of tools for working with spread sheets...which are what we'll discuss a bit later.

Below all of this you have a standard spread sheet. Each column gets a letter and each row gets a number...basic I know but this is actually very important to know for when we start getting into stuff later.

Slide 5:

The Auto Sum symbol also has a pull down menu for auto averages, count numbers, max, min, and more!

Slide 9:

And just in case you were wondering yes all that math works on currencies and percent's correctly too.

Slide 14:

You can edit this graph as much as you'd like afterward too.

Also if you change your numbers later the graph automatically changes.