

MICROSOFT EXCEL TUTORIALS

Developed by Joanne Simpson (CVP/PATH), Patrick Lydon (WHO), Alan Brooks (CVP/PATH), and Anne McArthur (CVP/PATH); Version 2 – May, 2003

To download from internet: www.gaviftf.org

For more information: abrooks@path.org

Below are the contents of 2 modules designed to be self tutorials on skills related to using Microsoft Excel.

Each module should take 1-2 hours and can be done individually or in a group. You can select which module to use, part of a module, or both modules.

The tutorial is based upon Microsoft Excel 2000. If you are using an earlier or later version of Excel (e.g. '97 or 2002), there will be some elements (e.g. graphs, pivot tables) that look slightly different, although the same principles apply. A similar tutorial is available for Microsoft Excel '97.

Basic Excel Skills :

- A. Basic Operations
 - Working with files
 - Working with Cells/ Columns/ Rows

- B. Formatting
 - Currency
 - Alignment
 - Font
 - Border
 - Patterns

- C. Formulas
 - Addition
 - Substraction
 - Multiplication
 - Division

- D. Charts
 - Columns & Pies

Advanced Excel Skills :

- A. Data Management
 - Essential short keys
 - Sorting
 - AutoFilter
 - Subtotals
 - Pivot table

- B. Data Analysis Toolpack