



# Introduction to Spreadsheets

Instructor: Robert McKinniss

The City library offers free Microsoft Excel classes on Thursdays from 9 to 10 a.m.

Classes include:

- Spreadsheet construction and use
- Workbook and worksheet features
- Formatting cells
- Entering formulas and functions
- Data entry
- Sorting
- Inserting and formatting tables
- Using worksheets as templates
- Using worksheets as a data source for mail merges

All classes start at the beginning of each month and continue for four weeks. The only requirement is an Altamonte Springs City Library card.

## Thursday

Explanation of Excel: menu bar and Excel 2013 ribbon, toolbars, columns, rows and cell addresses. Navigating worksheets.	Entering text and values. Copying cell contents. Saving workbooks. Keyboard shortcuts.
Creating and using formulas. Formatting cell contents.	Inserting and renaming sheets. Data sorting.
Inserting and using functions.	Practice using formulas and functions. Using absolute cell references.
Copying worksheets. Freezing and unfreezing panes. Protecting cells.	Downloading and modifying spreadsheet templates.

### For More Information:

(407) 571-8830 | [library@altamonte.org](mailto:library@altamonte.org)

<http://altamonte.mysurpass.net>

### Library Hours of Operation:

Monday - Thursday: 10 a.m. - 7 p.m.

Friday & Saturday: 10 a.m. - 4 p.m.