

**Excel Module 1a**  
**Microsoft Excel Basics**  
**&**  
**Changing the Appearance**  
**of a Worksheet**

# Student Learning Outcomes

- Identify Uses of a Spreadsheet
- Identify Parts of the Workbook / Worksheet
- Worksheet Views
  - Normal
  - Page Layout
- Insert footers in a worksheet.
- Move Around the Worksheet
- Identify Components of a Worksheet
- Selecting a Group of Cells
- Identify Data in a Cell
- Changing Data in a Cell

# Student Learning Outcomes

- Change Column Width and Row Height
- Position Data within a Cell
  - Align Text
  - Wrap Text
  - Rotate Text
  - Indent
  - Merge and Center
- Change Cell Appearance
  - Fill Color
  - Font Color
  - Font Dialog Box

# Student Learning Outcomes

- Change Number Formats
  - Accounting Format
  - Currency Format
  - Percent Format
  - Number Format
  - Comma Style
- Apply Cell Styles
- Clear Formats