

Excel Lesson 3

Organizing the Worksheet

**Microsoft Office 2010
Introductory**

Student Learning Outcomes

- Copying a Worksheet
- Renaming a Worksheet
 - Sheet1: Electricity
 - Sheet2: Water
- Changing the Tab color of a worksheet

Student Learning Outcomes

- Copying cells in a worksheet
 - Using Copy Command
 - Using Drag & Drop
- Moving cells in a worksheet
 - Using Cut Command
 - Using Drag & Drop

Student Learning Outcomes

- Copying cells in a worksheet
 - Using the Fill Handle

Student Learning Outcomes

- Insert and Delete
 - Rows
 - Columns
- Freeze Panes in a worksheet
- Check Spelling in a worksheet
- Prepare a worksheet for printing
 - Setting the Print Area
 - View/Hide Gridlines