

Excel 101



For Loveland Public Library

What You Will Gain From This Class

BY THE END OF THIS curriculum, you will have an understanding of some of the following (time permitting):

- Why use Excel?
- Excel environment and terminology
- Quick Access Toolbar / Customized Ribbon
- Data Entry techniques
- Create a simple worksheet
- Formula environment and terminology
- Working with Formulas
- Order of Operations
- Using references

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USE CODE: **LL30**

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