

# MS Excel using JAWS

Course layout 1 day

## Lesson 1: Working in Excel

- About Excel
- The Start Screen/Backstage View
- Explore the User Interface
- Navigating in Excel
- Using the Go To Command
- Different Types of Data
- Enter Data and Save a Workbook
- Define Column and Row Titles
- Selecting in Excel

## Lesson 2: Performing Calculations on Data

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Correcting Errors in Calculations
- Naming Groups of Data

## Lesson 3: Modifying a Worksheet

- Insert and Delete Cells, Rows and Columns
- Column Width and Row Height
- Merging Cells
- Text Wrapping
- Defining Monitor Cells
- Insert, Edit and Delete Comments
- Spellcheck a Worksheet
- Search for Data in a Worksheet

## Lesson 4: Manage Worksheets in a Workbook

- Renaming a Worksheet
- Insert or Delete a Worksheet
- Move or Copy a Worksheet