

# Basic Excel Agenda

## TASK 1

- ✓ Typing into Cells
- ✓ Changing Cell Size
- ✓ Making Text Bold
- ✓ Merge and Center

## TASK 2

- ✓ Using a Formula
- ✓ Copying a Formula to Other Cells

## TASK 3

- ✓ Adding Columns & Rows
- ✓ Adding a Page to a Workbook
- ✓ Naming Pages in a Workbook
- ✓ Copying & Pasting Data from Another Worksheet

## TASK 4

- ✓ Sorting
- ✓ Custom Sorting
- ✓ Sort & Filter

## TASK 5

- ✓ Formatting Cells
- ✓ Borders
- ✓ Adding Color

## TASK 6

- ✓ Create Basic Chart

## EXIT TICKET

- ✓ Respond to Post
- ✓ Complete Online PD Evaluation

