

# Microsoft Excel Basics - EX-101

**Skill Level:** Beginner

Explore spreadsheet fundamentals: entering data, creating formulas, editing and formatting cells, printing and saving files, copying and moving data, and basic functions.

## What You Will Learn

- Basic spreadsheet data entry
- Formatting your spreadsheet for readability
- Keyboard shortcut navigation commands
- Copying formulas in Excel
- Creating calculations
- Utilizing basic pre-programmed functions

## Who Should Attend

Faculty, staff and students wanting to utilize the power of spreadsheets to enhance numeric data.

## Documentation

**Handout:** [Excel Quick Reference Sheet](#)

**Handout:** [Excel Copying Formulas & Functions](#)

## Related articles

- [Training and Workshops](#)
- [Smart Classroom Training](#)
- [Creating PDFs in Microsoft Powerpoint for Print](#)
- [Microsoft Word Basics - WD-101](#)
- [Sorting and Filtering - EX-240](#)