Learning Objectives
To prepare for this class, students should watch 7 short videos on using Excel. After completing these preparation activities and the in-class activities for this topic, students will be able to:

1. Create a new spreadsheet
2. Add, subtract, multiply, and divide in a spreadsheet
3. Enter and format column titles
4. Add or delete columns, rows, and spreadsheets
5. Keep column titles in sight as you scroll down a spreadsheet
6. Print a spreadsheet and navigate printing options

View Instructional Videos
View the provided instructional videos about using Excel. Videos can be viewed directly from Microsoft’s website: [http://office.microsoft.com/en-us/excel-help/get-to-know-excel-2010-create-your-first-spreadsheet-RZ101773335.aspx](http://office.microsoft.com/en-us/excel-help/get-to-know-excel-2010-create-your-first-spreadsheet-RZ101773335.aspx). Be sure to view these video topics:

- Meet the Excel Spreadsheet
- Basic Math in Excel
- Create Column Titles (Be kind to your readers)
- Let Excel Type For You (Sometimes)
- Get More/Less Columns, Rows, or Spreadsheets
- Keep Column Titles in Sight As You Scroll
- Prepare to Print