

Excel Prerequisites



Prerequisites

The skills listed below are **required prerequisites** for participation in the Excel Formulas Boot Camp. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the boot camp**.

Office 365

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns



DATA TELLS A STORY. BE THE STORYTELLER