

Intro to Spreadsheets

Spreadsheets are handy tools that are easy to set up and run. Students in this course will learn how to use free software similar to *Microsoft Excel* to construct and operate many different kinds of spreadsheets. After an initial study of basic spreadsheet techniques, a variety of spreadsheet applications will be examined. In each case students will first learn how to use an example spreadsheet and next, learn how it works. Finally, they will construct a similar spreadsheet. The course will show how to find the total and average of a set of numbers, how to sort data, and how to make a graph of the information. Spreadsheets dealing with household budgets, currency converters and temperature converters will be discussed. In summary, this course will show how to construct and use spreadsheets to organize and analyze almost any collection of numerical information. Students can choose to work on a computer set to be a Macintosh machine or a Windows 8 machine. (4 Sessions)

Prerequisite: *Word Processing Basics* or equivalent

Cost: \$40 members, \$45 non-members

Register by: Wednesday Noon of the week before the course begins