

Northstar Standard	Video Tutorial	Activity Sheets	Class
1. Open and close a workbook	Creating a Budget		Creating a Basic Budget with Excel
2. Save a workbook, being intentional about name and location.	Budget Templates		Creating a Basic Budget with Excel
3. identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick	Organizing a Budget		Creating a Basic Budget with Excel
4. Locate a specific cell.	Organizing a Budget		Creating a Basic Budget with Excel
5. Enter data in a cell.	Organizing a Budget		Creating a Basic Budget with Excel
6. Copy and move cell entries.			Creating a Basic Budget with Excel
7. Format cells: bold underline, size, merge and center, wrap text, number (currency, time, percentages, etc.)	Formatting Cells		Creating a Basic Budget with Excel
8. Create headings and freeze them.			
9. Insert and delete rows and columns.	Budget Templates		Creating a Basic Budget with Excel
10. Adjust rows and column size.	Formatting Cells		Creating a Basic Budget with Excel
11. Identify worksheet tabs, create a new tab, rename tabs, and rearrange	Formatting Cells		Creating a Basic Budget with Excel
12. Write a formula in the formula bar (-, +, *, /).	Formulas and Functions		Creating a Basic Budget with Excel
13. Select a range.	Formulas and Functions		Creating a Basic Budget with Excel
14. Use Auto Fill and AutoSum (Sum, Average, etc.) and understand the differences between them.			Creating a Basic Budget with Excel
15. Sort data (least to greatest, alphabetically, etc.) and filter data.			
16. Insert a chart to display data.			xcel
17. Select a print area, choose page orientation, and print.			