Week-9 Agenda:

1. Quick week-8 review – MS Excel:
	1. Quick review of Templates, Ribbon, Backstage, Quick Access Toolbar, and Status Bar
	2. Worksheet – name & color
	3. Workbook
	4. Cell & cell addresses
	5. Cell size
	6. Cell content:
		1. Label/description
		2. Numbers/values
		3. Formulas/functions
	7. Merge and center
	8. Cell formatting
	9. Fill handle
	10. Excel functions (quick)
	11. Charts (quick)

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1. MS Excel – continue:
	1. Functions
	2. Formulas
	3. Printing
	4. Charts
2. Google Sheets:
	1. Cover same functions/features
	2. Upload MS Excel file as Google Sheets file
	3. Download Google Sheets file to PC
3. Demo with students:
	1. Redo last week spreadsheet
	2. Add functions
	3. Add formulas
	4. Add simple charts
	5. Create same spreadsheet in Google Sheets
	6. Share Google Sheets file
	7. Upload MS Excel file to Google Sheets
	8. Download Google Sheets to PC
4. Q&A

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1. Lab time:
	1. ??