

# Introduction to Microsoft Excel Basics: A Tutorial for HIV/AIDS Community Based Organizations

The purpose of this tutorial is to provide a brief introduction to Microsoft Excel to help new users or beginners become familiar with the various features of the program. The tutorial begins by describing the various parts of a Microsoft Excel workbook and then covers basic program functions such as opening and saving files, sorting data, scrolling, inserting and deleting columns/rows, copying and pasting, hiding and unhiding. Additionally, it shows how to rename, copy, delete, add, and move worksheets. The tutorial also touches briefly on the use of formulas to perform simple operations such as addition, subtraction, multiplication, and division. As an important note, this tutorial is not intended to cover all the features and functions of Microsoft Excel but to highlight those that are fundamental for beginners' use.