Microsoft Excel Level 1

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Course Objective

This course covers the features that people use day to day in Excel. You will learn to create and edit spreadsheets. This includes performing calculations (formulas and functions), copying and moving data, and inserting and deleting rows and columns. You will also learn to make the spreadsheet look attractive with many different formatting options and change print options. We also cover working with sheets, using Help, and making commands easily accessible.

Prerequisites

Participants should be comfortable with using the mouse and keyboard.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Program Fundamentals

How Can I Use Excel?

Understand the Excel Program Screen

Using Command Shortcuts

Create a New Workbook

Save, Close and Open a Workbook

Getting Started with Worksheets

Navigate a Worksheet

Enter Labels & Values

Enter Formulas

Enter Basic Functions

Copy Formulas & Functions

Absolute Cell References

Editing a Worksheet

Edit Cell Contents

Copy & Move Cells

Control How Cells Are Moved or Copied

Collect Items to Move or Copy

Insert & Delete Cells, Rows, & Columns

Format a Worksheet

Format Text & Dates

Format Values

Adjust Row Height & Column Width

Cell Alignment

Cell Borders & Background Colors

Copy & Clear Formatting

Print Options

Preview & Print a Worksheet

Adjust Margins & Orientation

Headers & Footers

Set the Print Area & use Page Breaks

Add Print Titles, Gridlines, & Row and Column Headings

Adjust Paper Size & Print Scale

Managing Workbooks

Insert & Delete Worksheets

Rename, Move & Copy Worksheets

Hide & Change Worksheet Tab Color

Split & Freeze a Workbook

Use Help & Customize Excel

Customize the Quick Access Toolbar

Use Help

Also Includes

- Reference Material.

- Certificate of completion.