

## MICROSOFT EXCEL – LEVEL 1

### DURATION:

Approx. 1 Day (6 hours)

### OVERVIEW:

This course will provide you with the essential skills to get started with Excel. You will learn to handle text and data entry, format, print and use entry level or basic formulas to perform calculations.

### OUTLINE:

#### LESSON 1: GETTING STARTED WITH EXCEL

This lesson focuses on becoming familiar with the Excel screen and discovering how to obtain Help when you need it. Entering data and saving are also covered within this section.

- An Overview of Excel
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Obtain Help

#### LESSON 2: MODIFYING A WORKSHEET

This lesson helps you discover quick ways to move and copy data, Fill a logical series of data (e.g. dates or sequential numbers) into your spreadsheet. You also look at how you can Find and Replace data.

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Find, Replace, and Go To Cell Data
- Spell Check a Worksheet

#### LESSON 3: PERFORMING CALCULATIONS

This lesson focuses on how to create and work with simple calculations (addition, subtraction, division and multiplication). You also look at quick ways to work out Totals and Averages.

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create an Absolute Reference

*See additional topics on the next page...*

#### LESSON 4: FORMATTING A WORKSHEET

This lesson shows you quick and effective ways to format your spreadsheet to better display your data.

- Change Font Size and Type
- Add Borders and Colour to Cells
- Change Column Width and Row Height
- Merge Cells together
- Apply Number Formats (\$, %, Date, etc)
- Create a Custom Number Format
- Align Cell Contents
- Find and Replace Formats
- Apply an AutoFormat

#### LESSON 5: DEVELOPING A WORKBOOK

This lesson focuses on the Workbook as a whole and highlights ways to add and delete extra sheets. You also look at formatting Sheet Tabs and copying entire sheets.

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets
- Copy a Workbook

#### LESSON 6: PRINTING WORKBOOK CONTENTS

This lesson shows you the best practice methods to print your Excel worksheets.

- Set a Print Title
- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation
- Insert and Remove Page Breaks
- Print a Range

#### LESSON 7: CUSTOMISING LAYOUT

This lesson helps you customise the layout of Excel to help better work with the information on your screen.

- Split a Worksheet
- Arrange Worksheets
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Worksheets