

Microsoft Excel Level 1

Prerequisites: Microsoft Windows XP Fundamentals or Microsoft Windows 2000 Fundamentals; or equivalent experience. **Strongly Recommended:** Basic typing, keyboard, and mouse skills

Course Objectives

This course is intended for participants who have no previous experience with spreadsheet programs. This is the first in the series of courses covering Microsoft Excel. This full-day performance-based training course covers the basics of using Microsoft Excel, including creating formulas, using functions, sorting data, formatting worksheets, and creating charts

Performance Objectives for Microsoft Excel Level 1

- Create a basic worksheet
- Modify a worksheet
- Perform calculations
- Format a worksheet
- Develop a workbook
- Print the contents of a workbook
- Customize the layout of the Excel window

Course Outline

Lesson 1: Getting Started with Excel

- An Overview of Excel
- Spreadsheets
- The Excel Application Window
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Save vs. Save As
- Obtain Help

Lesson 2: Modifying a Worksheet

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

Lesson 3: Performing Calculations

- Create Basic Formulas
- Formulas
- Order of Operations
- Calculate with Functions
- Functions
- Copy Formulas and Functions
- Create an Absolute Reference
- Absolute References

Lesson 4: Formatting a Worksheet

- Change Font Size and Type
- Fonts
- Add Borders and Color to Cells
- Border Options
- Background Options
- Change Column Width and Height
- Merge Cells
- Apply Number Formats
- Create a Custom Number Format
- Align Cell Contents
- Alignment Options
- Find and Replace Formats
- Apply an AutoFormat
- Apply Styles

Lesson 5: Developing a Workbook

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

Lesson 6: Printing Workbook Contents

- 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 Customizing Layout

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

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