Microsoft Excel Level 1 – Course Outline

Course Requirements

This course is designed for delegates who have used Microsoft Windows but are new to Excel.

Overview

In this course, delegates will use Excel to create spreadsheets and workbooks that can be used to store, manipulate and share data.

Who Should Attend

This course is intended for delegates who wish to gain the preliminary understanding of Excel that is necessary to create and work with computer-based spreadsheets.

What you will learn:

- ✓ Get started with Excel
- ✓ Create a basic worksheet
- ✓ Modify a workbook
- ✓ Use formulae and functions
- ✓ Format an Excel worksheet
- ✓ Manage worksheets and workbooks
- ✓ Set up printing options

Course Content

Unit 1: Getting Started with Excel 2016

- ➢ Excel and the Excel Environment
- ➢ Navigate and Select in Worksheets
- ➢ Create a Basic Workbook
- ➢ Open, Save and Close Workbooks
- ➢ Use Microsoft Help
- ➢ Use 'Tell me what you want to do…'
- ➢ Selecting Cell Ranges

Unit 2: Modifying a Workbook

- ➢ Cut, Copy and Paste Commands
- ➢ Flash Fill
- ➢ AutoFill Options
- ➢ Find and Replace
- ➢ Spelling

- ➢ Undo and Redo
- ➢ Insert and Delete Options
- ➢ Column Width and Row Height
- ➢ Hide and Unhide Options

Unit 3: Using Formulae and Functions

- ➢ Understanding BODMAS
- ➢ Create Relative Formulae
- ➢ AutoCalculate
- ➢ Insert Functions
- ➢ Use AutoSum
- ➢ Copy Formulae
- ➢ Create Absolute Formulae

Unit 4: Formatting an Excel Worksheet

- ➢ Font Group
- ➢ Add Borders and Fill Colours
- ➢ Cell Alignment
- ➢ Number Formatting
- ➢ Cell Styles and Galleries

Unit 5: Managing Worksheets and Workbooks

- ➢ Manage Worksheets
- ➢ View Worksheets and Workbooks

Unit 6: Printing Options

- ➢ Print Pane
- ➢ Print Worksheets and Workbooks
- ➢ Page Setup
- ➢ Print Layout View

Appendix A: New Features in Excel

- ➢ The Office task panes
- ➢ Using 'Tell me what you want to do…'
- ➢ Smart tags
- ➢ Smart data tags
- ➢ New worksheet features
- ➢ New argument and function features

Course duration: one day

Microsoft
CERTIFIED
Trainer

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