

Microsoft® Excel Level 1

As a new user of Microsoft Excel, you have the need to learn the most basic functionality offered by the program. You will become familiar with the user interface, how to use the help feature, modify cells, create basic formulas and use functions to calculate cell values.

Participants will not only become familiar with the interface and the basic functionality of Microsoft Excel but will also learn to manipulate data, modify worksheet elements, apply number formatting, apply cell styles and learn how to manage their worksheets and workbooks.

Audience

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

Skills Taught

Section 1: The Basics

- Getting Started
- Starting Out
- About Workbooks
- Exploring your Workbook
- Getting Help with Excel
- Section 1: Review Questions

Section 2: The Excel Interface

- The Quick Access Toolbar and File Menu
- The Home Tab
- The Insert Tab
- The Page Layout Tab
- The Formulas Tab
- The Data Tab
- The Review Tab
- Section 2: Review Questions

Section 3: Excel Basics

- Working with Excel
- Basic Excel Features
- Moving your Data
- Custom Actions and Options Buttons
- Editing Tools
- Section 3: Review Questions

Section 4: Editing your Workbook

- Modifying Cells and Data
- Cell Formatting
- Enhancing a Worksheet's Appearance
- Working with Charts, Part 1
- Working with Charts, Part 2
- Section 4: Review Questions

Section 5: Printing and Viewing your Workbook

- Using the View Tab
- Managing a Single Window
- Managing Multiple Windows
- Printing your Workbook
- Section 5: Review Questions