
Excel Level 1: A Beginner's Guide to Microsoft Excel

Course Length: 1 Day

Course Description

Overview: This course is designed to acquaint users with Microsoft Excel concepts and functionality. Students will learn how to navigate the interface, create a spreadsheet, use formulas and format worksheets. Ultimately, students will possess the skills to put Microsoft's powerful analytical application to work for them.

Prerequisites: Students should be comfortable using a mouse and be familiar with navigating the Windows interface.

Course Content

Lesson 1 – Getting to Know the Environment

- Overview of the Excel interface
- Opening a file
- Navigate in a worksheet
- Working with data
- Selection methods
- Entering data
- AutoSum
- Editing cell content
- Saving a file
- Printing Basics

Lesson 2 – Planning and
Creating a Spreadsheet

- Planning a worksheet
- Create a new spreadsheet
- Creating formulas using mathematical operators
- Inserting and deleting columns and rows
- Deleting cell ranges
- Using functions in formulas
- Order of operations
- Formatting a worksheet

Lesson 3 – Worksheet
Management and 3-D
Formulas

- Cut/Copy/Paste
- Viewing and zoom options
- Freeze panes
- Relative formulas
- Insert function review
- Named ranges
- Absolute formulas
- Navigate multiple worksheets
- 3-D formulas

Lesson 4 – Graphics and
Printing

- What are the graphic elements in Excel?
- Drawing tools
- Print preview/page layout view/Page setup
- Page breaks
- Printing a range
- Other printing options