



## Microsoft Excel Training – Level 1 Course Contents - Duration: 1 Day

### What we will learn:

#### **An Introduction to the Excel Environment**

Accurately distinguish and use various parts of the Excel screen  
Understand cell referencing

#### **Basic Spreadsheet Skills**

Enter spreadsheet data Edit, clear, and remove spreadsheet data  
Insert and remove columns and rows  
Adjust column widths and row heights

#### **Moving and Copying Data**

Move and copy the data provided using icons  
Move and copy the data provided using the mouse

#### **Formatting Cells**

Correctly apply cell font formatting Correctly apply numeric formatting. Correctly apply advanced cell formats using the Format Cells window  
Clear out formats from cells accurately  
Copy formatting using the Format Painter

#### **Working with Worksheets**

Insert and rename new worksheets efficiently  
Delete worksheets  
Move and copy worksheets using the mouse  
Link worksheets to copy data onto multiple sheets

#### **AutoFill**

Quickly copy the contents of a cell by “dragging down.”  
Automatically enter sequential dates, days, months  
Create your own numeric sequences

#### **Excel Formulas**

Accurately enter an Excel formula. Adding, Subtracting, Dividing and Multiplying in an Excel spreadsheet

#### **Working with Basic Excel Functions**

Accurately enter SUM, MIN, MAX, AVERAGE, COUNTA and TODAY functions

#### **Using Quick Analysis**

Entering formulas using the Quick Analysis feature

#### **Freeze Rows and Columns**

Keep a part of the sheet visible while the rest of the sheet scrolls

#### **Sorting and Filtering Data**

Sort data into alphabetical or numeric order  
Use Custom Sorting to sort to more than one level  
Filter data to show only the data you want to see

#### **Printing**

How to use the Print and Print Preview areas  
How to change margins and paper size  
Using Headers and Footers  
Scaling the page to fit on A4 Using Page Layout View

#### **Simple Charts**

How to insert a simple chart to show your data accurately  
How to alter a chart