



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Excel Level 1

Duration: 1 Day

Objectives: Students will learn how to use an electronic spreadsheet to create basic data reports.

Prerequisites: A basic understanding of using PCs, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Getting Started

- Starting the Program
- The Excel Screen
- The Task Pane
- Moving Around the Worksheet
- The Excel Menus
- Shortcut Menus
- Toolbars

Entering data and navigating in a worksheet

- Entering and correcting data
- Using Undo and Redo
- Saving a file
- Using formulas
- Opening a second file
- Navigation and movement techniques

Moving and copying data

- Inserting rows and ranges
- Moving data
- Copying data
- Absolute references
- Using the Fill Series feature

Using Functions

- Entering Functions
- Using AutoSum
 - Using Average, Min and Max

Formatting a worksheet

- Formatting a worksheet
- Number formats and text alignment
- Copying and pasting formats
- Special and custom formatting
- Borders and Shading

Changing Page Layout

- Page Setup
- Page Settings
- Margins Settings
- Headers and Footers
- Sheet Settings

Printing a worksheet

- Checking spelling
- Using the Print Preview command
- Printing a large worksheet
- Additional print options

Creating Charts

- Creating a Chart
- Printing a Chart