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Microsoft Excel Level I
Course Outline
1-Day   9:00 am – 4:00 pm

Course Description: Learn to create, edit, save, and print Excel spreadsheets and workbooks. Learn keyboard and mouse techniques in Excel, how to navigate the Ribbon tabs and toolbar, enter text and numeric data, format cells, apply borders and shading, edit spreadsheets, print worksheets and workbooks, formula fundamentals, and an introduction to functions.

Module 1 - Getting Started

- The Excel Window
- Using the Ribbon & Quick Access Toolbar
- Working in Backstage View (The File Tab)
- Spreadsheet Terminology
  - Pinning/Unpinning Recent Workbooks
- Opening an Existing Workbook
- Navigating in an Excel Workbook
  - Scroll Bars
  - Keystrokes
  - Mouse Pointers
- Selecting Cells
  - Cells Next to Each Other
  - Cells Not Next to Each Other
- Using Undo and Redo

Module 2 - Creating a Spreadsheet

- Entering Data
- Changing Column Width
- Moving and Copying Data
- Summing Columns and Rows
- Saving Workbooks
- Working with Versions
- Recovering Unsaved Files

Module 3 - Formatting and Editing Spreadsheets

- Techniques for Selecting Cells
- Numeric Formatting
- Changing Font Size, Type, Color, and other Attributes
- Changing Text Alignment
- Adding Borders
- Shading Cells
- Wrapping Text
- Using the Format Painter
- Merging Cells
- Check the Spelling
- Editing Cell Information
- Removing Information
- Inserting Rows
- Hiding/Unhiding Columns and Rows
- Filling Cells with a Series of Data
- Perform Basic Spreadsheet Sorting

Module 4: Using Formulas and Functions

- What is a Formula?
- Numeric operands
- Order of Operations
- Creating Formulas that Add, Subtract, Multiply, and Divide
- Copying Formulas using Auto Fill
- The Auto Fill Smart Tag
- Using the Formula Bar
- What is a Function?
- Calculating Sums
- Calculating Averages
- Counting Numbers
- Counting Non-Blank Cells
- Finding the Largest Number in a Range
- Finding the Smallest Number in a Range

Module 5 – Printing Excel Data

- Using Print Preview
- Using Page Layout View
- Changing Page Orientation
- Changing Print Size
- Adjusting Page Margins
- Centering the Spreadsheet
- Creating Headers and Footers
- Printing Gridlines
- Setting Print Titles
- Printing a Range of Cells
- Printing the Spreadsheet on One Page