

Excel Level 1

Audience	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Excel or worksheets is required.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with Excel. Students learn the structure of workbooks and worksheets. They create their own workbook, enter and edit data, and build formulas. They use Copy and Fill commands to minimize data entry. They enhance the appearance of worksheets by adjusting columns and rows, adding colors and lines, and aligning text and decimals. They print all or part of a worksheet.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ identify objects on the Excel screen,■ give commands and use toolbars,■ move around a worksheet and workbook,■ enter text, numbers, and dates in a worksheet,■ save, close, open, and manipulate a workbook,■ edit data within a worksheet,■ create and apply formulas,■ move, copy, and fill data,■ print preview and print a worksheet,■ change print options,■ format data in a worksheet.
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is Excel Level 2. Level 2 students will learn to differentiate between absolute and relative cell references, create and use complex formulas, manipulate large worksheets, name ranges, and link worksheets. Some Excel web tools may also be discussed.. Be sure to leave time for practice before registering for this next level.

I. Excel Basics

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| A. What are a Workbook, Worksheet, & Chart? | E. Giving Commands |
| B. Starting Excel | F. Moving Around a Worksheet |
| C. Identifying Objects on the Excel Screen | G. Entering Data |
| D. Understanding Toolbars & the Task Pane | H. Saving a Workbook |
| | I. Closing the Workbook |
| | J. Creating a New Workbook |
| | K. Exiting Excel |



II. Using Workbook Basics

- E. Opening Workbooks
- F. Switching Between Multiple Workbooks
- G. Selecting Cells, Rows, or Columns
- H. Moving Between Worksheets
- I. Inserting and Deleting Worksheets
- J. Renaming a Worksheet
- K. Zooming a Worksheet
- L. Closing Multiple Workbooks

III. Editing Information in the Worksheet

- A. Using Help
- B. Editing Data in a Cell
- C. Editing Data with AutoCorrect
- D. Clearing Data
- E. Undoing Actions
- F. Changing Column Widths
- G. Changing Row Heights
- H. Inserting Cells, Rows, or Columns
- I. Deleting Cells, Rows, or Columns

IV. Building Calculations

- A. What is a Formula?
- B. Entering Formulas
- C. Entering Formulas with Constants
- D. Entering Formulas with Multiple Operators
- E. Using the AutoSum Button
- F. Using the AutoCalculate Area
- G. Using Functions in a Formula
- H. Using the Function List
- I. Using the Insert Function Button

V. Moving, Filling, and Copying Data

- A. Moving Data with Cut and Paste
- B. Moving Data with Insert, Cut Cells
- C. Moving Data by Dragging
- D. Filling Data
- E. Copying Data with Copy and Paste
- F. Copying Data with Insert Copied Cells
- G. Copy Data by Dragging
- H. Creating a Series
- I. What is a Relative Cell Reference?

VI. Printing a Worksheet

- A. What is a Report?
- B. Previewing a Worksheet
- C. Changing Page Orientation and Scaling
- D. Changing Margins
- E. Changing Headers/Footers
- F. Defining a Print Area
- G. Printing Gridlines and Headings
- H. Printing a Worksheet

VII. Formatting a Worksheet

- A. Centering Titles Across Columns
- B. Changing the Alignment of Cells
- C. Changing the Font
- D. Formatting Numbers
- E. Copying Formats
- F. Clearing Formats
- G. Adding Borders to Cells
- H. Adding Patterns to Cells
- I. Color-Coding a Sheet Tab

Appendix A - Absolute/Relative Copying

Appendix B - Glossary