

# Excel Level 1

**Overview:** This course teaches learners the basic functionality of Excel, including creating and formatting a new worksheet, entering and editing data, performing simple calculations with formulas, and page layout options for printing.

**Target Student:** This course is for learners who are new to Microsoft Excel, and want to perform statistical calculations or manage data lists.

**Course Objectives:** Upon successful completion of the class and additional practice, students should be able to:

- Identify objects on the Excel screen
- Give commands and use the Ribbon, Quick Access Toolbar and shortcut menus
- Move around a worksheet and workbook
- Enter text, numbers, and dates in a worksheet
- Save, close, and open a workbook
- Manage multiple workbooks
- Use and modify sheet tabs
- Create and apply simple formulas
- Insert basic statistical functions
- Move, copy, and fill data using different techniques
- Edit data in a worksheet
- Insert and delete rows and columns
- Change column widths and row heights
- Format data in a worksheet for viewing and printing
- Preview and print a worksheet
- Change print options

**Prerequisites:** To ensure your success in this course, you should have basic proficiency with Windows, and can navigate to and open files without assistance.

**Length:** 1 day

**Beyond this Level** When you have successfully mastered the course objectives, the next course you should consider is Excel Level 2. In Level 2 learners will differentiate between absolute and relative cell references, create and use complex formulas called Functions, manage large worksheets, name ranges of cells, and link cells in areas of the same worksheet, other worksheets, and workbooks.



## **I. Excel Basics**

- A. Workbooks and Worksheets
- B. Starting Excel
- C. Identifying Excel Screen Objects
- D. Changing Magnification of a Worksheet
- E. Giving Commands
- F. Moving Around a Worksheet
- G. Entering Data
- H. Saving a Workbook
- I. Closing the Workbook
- J. Creating a New Workbook
- K. Using Help
- L. Exiting Excel

## **II. Using Workbook Basics**

- A. Opening Workbooks
- B. Switching Between Multiple Workbooks
- C. Selecting Cells, Rows, or Columns
- D. Moving Between Worksheets
- E. Inserting and Deleting Worksheets
- F. Renaming a Worksheet Tab
- G. Color Coding the Worksheet Tab

## **III. Building Calculations**

- A. What is a Formula?
- B. Entering Formulas
- C. Error Messages in Formulas
- D. Entering Formulas with Constants
- E. Entering Formulas with Multiple Operators
- F. Using the AutoSum Button
- G. Creating Additional Statistical Functions
- H. Using the Insert Function List

## **IV. Moving, Copying, and Filling Data**

- A. Moving/Copying Data with Cut and Paste
- B. Moving/Copying Data with Insert Cut Cells

- C. Moving/Copying Data by Dragging
- D. Filling Data
- E. Creating a Series
- F. What is a Relative Cell Reference?

## **V. Editing Information in the Worksheet**

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

## **VI. Formatting a Worksheet**

- A. Centering Titles Across Columns
- B. Changing the Alignment of Cells
- C. What is a Theme?
- D. Changing the Font
- E. Formatting Numbers
- F. Using Painter Button to Copy Formats
- G. Clearing Formats
- H. Adding Borders to Cells
- I. Adding Patterns to Cells

## **VII. Printing a Worksheet**

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

## **Appendix A – Customizing the Quick Access Toolbar and the Ribbon**

