Excel 2010/2013 Level 1

Audience

This course is designed for learners familiar with a personal computer and Windows. No previous knowledge of Excel is required.

Description

The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize learners with Excel 2007 through 2013. Participants learn the structure of workbooks and worksheets. They create a workbook; enter and edit data; build formulas; use Copy and Fill commands; enhance worksheets by adjusting columns and rows, adding colors and lines, and aligning text and decimals; and print all or part of a worksheet.

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 Ribbons, 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 formulas and insert statistical functions
- Move, copy, and fill data using several techniques
- Edit data in a worksheet
- Insert and delete rows and columns
- Change column widths and row heights
- Preview, change print options, and print 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. In Level 2, students learn to differentiate between absolute and relative cell references, create and use complex formulas, manage large worksheets, name ranges, and link worksheets. Be sure to leave time for practice before registering for this next level.

I. Excel Basics

A. Workbooks, Worksheets, & Charts
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 - Absolute/Relative Copying

Appendix B – Customizing the Quick Access Toolbar and the Ribbon