

# Excel 2010/2013 Level 1

<b>Audience</b>	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Excel or worksheets is required.
<b>Description</b>	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.
<b>Objectives</b>	<p>Upon successful completion of the class and some additional practice, students should be able to:</p> <ul style="list-style-type: none"><li>■ Identify objects on the Excel screen</li><li>■ Give commands and use the Ribbon, Quick Access Toolbar and shortcut menus</li><li>■ Move around a worksheet and workbook</li><li>■ Enter text, numbers, and dates in a worksheet</li><li>■ Save, close, and open a workbook</li><li>■ Manage multiple workbooks</li><li>■ Use and modify sheet tabs</li><li>■ Create and apply simple formulas</li><li>■ Insert basic statistical functions</li><li>■ Move, copy, and fill data using different techniques</li><li>■ Edit data in a worksheet</li><li>■ Insert and delete rows and columns</li><li>■ Change column widths and row heights</li><li>■ Format data in a worksheet for viewing and printing</li><li>■ Preview and print a worksheet</li><li>■ Change print options</li></ul>
<b>Length</b>	1 day
<b>Beyond this Level</b>	When you have successfully completed this course, the next course you should consider is Excel Level 2. Level 2 students learn to differentiate between absolute and relative cell references, create and use complex formulas called Functions, manage large worksheets, name ranges, and link worksheets. Be sure to leave time for practice before registering for this next level.

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## **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**