

Microsoft Excel Level 1

Course EXL-01

1 Day

Instructor-led, Hands on

Introduction

Organizations around the world rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft Office Excel can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

In this one-day, instructor-led course, students will learn how to create, save and name an Excel workbook. Students will also learn how to edit a worksheet and calculate data; how to format cells; create page setup and printing options and how to work with multiple worksheets.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will be able to:

- Get around in Excel
- Create an Excel workbook
- Edit a worksheet
- Calculate data
- Format cells
- Create page setup and printing options
- Work with multiple worksheets

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Course Outline

Module 1: Getting Around in Excel

- Opening Excel
- Exploring the Excel Window
- Exploring the Excel Environment
- Using the Excel Tell Me Feature
- Opening and Viewing a Workbook
- Navigating a Workbook

Module 2: Creating an Excel Workbook

- Closing a Workbook
- Starting a New Workbook
- Entering Data
- Saving and Naming a Workbook
- Using AutoFill

Module 3: Editing a Worksheet

- Selecting Cells, Rows and Columns
- Editing and Deleting Data in Cells
- Using Undo and Redo
- Moving and Copying Data in Cells
- Adding and Deleting Rows and Columns
- Using Find and Replace
- Using Spellcheck and Smart Lookup

Module 4: Calculating Data

- Using Basic Formulas
- Copying and Pasting Formulas
- Multiplying Cells
- Adding More than Two Cells
- Dividing Cells
- Calculating with Functions
- Using Absolute and Relative References

Module 5: Formatting Cells

- Modifying Fonts
- Adding Borders and Colors to Cells
- Using the Format Painter
- Formatting Numbers
- Adjusting Cell Alignment
- Using Cell Styles

- Adjusting Row Height and Column Width

Module 6: Creating Page Setup and Printing Options

- Setting Page Breaks
- Setting Page Orientation
- Setting Margins
- Inserting Headers and Footers
- Setting Printing Options
- Freezing and Unfreezing Panes
- Splitting a Worksheet

Module 7: Working With Multiple Sheets

- Formatting Worksheet Tabs
- Inserting and Deleting Worksheets
- Moving and Copying Worksheets
- Hiding a Worksheet
- Arranging Worksheets