
Excel Level 1

Course Duration : 1 day

Course Overview

Microsoft Excel is a spreadsheet program that can be used for storing, organising and manipulating data.

This Excel introductory course will enable delegates to gain a good general understanding of the main features of Microsoft Excel, giving them the ability to produce standard spreadsheets, create formulae and format and print spreadsheets.

Prerequisites

- Delegates should be familiar with using computers and have used a mouse and keyboard. Delegates should be comfortable in the Windows environment and be able to use Windows to manage information on their computer.

Objectives

Delegates will be able to :

- Create a spreadsheet containing data, navigate using keyboard shortcuts, add new columns and rows and save the spreadsheet.
- Create and format a spreadsheet using the main features of the formatting tools,
- Perform the following calculations on a range of numbers: addition, subtraction, multiplication and division.
- Use: sum, average, count, min and max on a range of numbers.
- Present the data in a chart and print the spreadsheet

Course Content

Exploring the Microsoft Excel environment

Exploring the user interface
Exploring the ribbon
Obtaining help
Customising the quick access toolbar

Understanding Workbooks and Worksheets

Creating a new workbook
Saving a workbook
Opening a workbook already created
Navigating in Microsoft Excel
Selecting and entering data
Saving a workbook

Entering and Editing Specific Data

Entering text and numbers
Entering numbers as text
Inputting dates and times
Editing the contents of a cell
Manipulating data
Using the undo and redo buttons

Using and Understanding Cell Formats

Using the Cell Formats options
Understanding the General Format
Date and Time Formats
Currency and Accounting Formats
Text Formats
Clearing and Resetting Formats

Ranges

Selecting a range of cells
Selecting more than one range
Selecting an entire column and row
Highlighting the entire worksheet

AutoFill

Using Autofill to automate data entry
Text AutoFill
Number Autofill
Date AutoFill
Custom Lists
FlashFill

Columns and rows

Inserting and deleting cells, columns and rows
Changing column widths and row heights
Auto-fitting a column to its contents
Changing back to standard widths
Hiding and un-hiding a column or row
Searching for data in a worksheet
Freezing and un-freezing rows and columns

Developing a workbook

Formatting worksheet tabs
Repositioning worksheets in a workbook
Inserting and deleting worksheets
Copying and pasting worksheets



Formatting a worksheet

Modifying fonts
Merging cells
Aligning cell contents
Finding and replacing formats
Applying borders to a selection
Deleting borders around a selection of cells
Changing the alignment of the contents of a cell
Using the format painter
Clearing cells (removing formats)

Cut, Copy and Paste

Understanding Cut, Copy and Paste
Using Shortcuts
Copying and Pasting to different sheets
Understanding the Paste Options

Performing calculations

Adding and Subtracting Numbers
Multiply and Division
Understanding BODMAS
Using the cell references
SUM function
AUTOSUM
Useful Basic Functions AVERAGE, MIN, MAX and COUNT

Basic Sorting and Filtering Data

Sorting data in a spreadsheet
Filtering data in a spreadsheet

Basic Charts

Chart types
Simple Chart Customisations

Spelling and Printing

Starting the spell checker
Viewing a print preview
Printing the spreadsheet
Printing a section of a worksheet
Clearing a print area

Other Courses in this Series

[Excel Level 2](#)

[Excel Level 3](#)

[Excel Analysing and Presenting Data with Pivot Tables and Dashboards](#)

[VBA using Excel](#)

[Excel PowerPivots and DAX Introduction](#)

Training Options

- Public scheduled courses at one of our training venues
- Virtual classroom
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises
- Laptops are available for training delivered at client's premises