



Microsoft Office Excel Level 1



IS THIS FOR YOU?

This course is for anyone who wants to gain the skills to create, edit format and print basic Microsoft Office Excel worksheets.

AIMS AND OBJECTIVES

You will create and edit basic Microsoft Office Excel worksheets and workbooks. You will learn how to create formulas using a function plus an argument to calculate the data on the worksheet.

PRE-REQUISITES

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

ABOUT THIS COURSE

Lesson One – Getting Started with Excel

- Identify the Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customise the Excel Interface
- Create a Basic Worksheet

Lesson Two - Performing Calculations in an Excel Worksheet

- Create Formulas in a Worksheet
 - Relative, Absolute and Mixed Cell Referencing
- Use Functions within a Formula
 - Sum, Average, Max, Min and Count

Lesson Three – Modifying a Worksheet

- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

Lesson Four – Modifying the Appearance of a Worksheet

- Apply Font Properties
- Add Borders and Colours to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

Lesson Five – Managing an Excel Workbook

- Manage Worksheets
- View Worksheets and Workbooks

Lesson Six – Printing Excel Workbooks

- Define the Page Layout
- Print a Workbook

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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