

Excel: Level I

Course Specifications

Course Length: 1 day
Prerequisites: Windows 98, XP or equivalent knowledge.
Course Cost: \$160.00

What's in Excel, Level I?

In Excel, Level I, students learn to create, modify, print, and format worksheets, work with basic formulas and functions, use multiple worksheets, enhance worksheets, use styles and AutoFormats, and work with charts.

Course Content

Lesson 1:

Introduction

What is an Electronic Spreadsheet?

- What is Excel?

Looking at the Excel Screen

- Understanding Basic Terminology
- Mouse Symbols
- Working with the Toolbars
- Working with the Task Pane

Handling Files

- Creating a New Blank Workbook
- Creating Workbook from a Template
- Opening Workbooks
- Closing a Workbook
- Saving Workbooks

Entering Data in the Worksheet

- Types of Information
- Entering Text or Labels
- Entering Numbers
- Entering Dates and Times
- Moving Around the Worksheet

Lesson 2:

Using the Worksheets

Selecting Cells

- Making Changes to the Contents
- Using Undo/Redo

Copying and Moving Data

- Using AutoFill

Adjusting the Columns or Rows

- Changing the Column Widths
- Using AutoFit
- Adjusting the Row Height

Manipulating Rows and Columns

- Inserting Rows and Columns
- Deleting Rows, Columns, and Cells

Managing Worksheets

- Naming Worksheets
- Inserting or Deleting Worksheets
- Copying and Moving Worksheets
- Adding Color to the Worksheet Tabs

Lesson 3:

Formulas & Functions

Creating Simple Formulas

- Using Common Built-In Functions

Using Absolute & Relative Addresses

Using Spell Checker

Lesson 4

Formatting Worksheets

- Formatting a Worksheet
- Formatting Numbers and Decimal Digits
- Changing Cell Alignment
- Fonts and Sizes
- Cell Borders
- Colors and Patterns

Using AutoFormat

Lesson 5:

Looking at Windows & Printing

Previewing the Worksheet

Adding Page Breaks

Customizing the Printout

- Page Settings
- Margins Tab
- Header/Footer Tab
- Sheet Tab

Printing the Worksheet

Working with Windows

- Creating New Windows
- Getting Panes
- Freezing Panes

Lesson 6:

Working with Charts

Understanding Charts

- Selecting Charts Types
- Printing Chart