

Course Outline

Microsoft Excel – Level 1 (2013-2019) Course EXCL1: 1 Day Virtual Instructor Led

Course Content

Getting Started with Microsoft Excel

- Identify the Elements of Excel Interface
- Create a Basic Worksheet
- Use the Help System

Modifying a Worksheet

- Manipulate Data
- Search for the Replace Data
- Spell Check a Worksheet

Formatting a Worksheet

- Modify Fonts
- Add Borders and Colors to Cells
- Apply Number Formats
- Align Cell Contents
- Apple Styles

Performing Calculations

- Create Formulas in a worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Visualizing Data with Charts

- Create Charts
- Modify and Format Charts

Printing Workbook Contents

- Refine the Page Layout and Apply Print Options

Refine the Page Layout and Apply Print Options

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

Customizing the Excel Environment

Course Outline

- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Advanced and Trust Center Options