

Course Content

Excel Essentials - Level 1

Overview

Be brave, 'Excel' your life. Excel has dominated the way we analyse or organise our home and work. This course will bring life to spreadsheet creation and help you gain the skills to present a professional spreadsheet.

Duration – 1 Day

Prerequisite

The learner would have experience within a Windows environment and the ability to save files and create folders.

Content

Getting Started with Microsoft Office Excel 2016

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties