



Microsoft® Excel (Level 1)

Description: This Foundation level is intended to help all novice computer users learn about workbooks, worksheets, file types, and how to navigate around a spreadsheet. The Help feature is also covered in detail. The class covers the basics of the Quick Access Toolbar and the basics of the Home, Insert, Page Layout, Formulas, Data, and Review tabs. Finally you will be introduced to creating worksheet labels, printing, using features like AutoSum and AutoFill, and how to perform the ubiquitous Cut/Copy/Paste operations. Students will also be given a gentle introduction to using formulae, using Paste Special, dealing with advanced paste operations, perform Find and Replace operations, and how to check their spelling.

Lesson 1: Getting Started with Excel

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

Lesson 2: Performing Calculations in an Excel Worksheet

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

Lesson 3: Modifying an Excel Worksheet

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

Lesson 4: Modifying the Appearance of a Worksheet

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

Lesson 5: Managing an Excel Workbook

- Manage Worksheets
- View Worksheets and Workbooks

Lesson 6: Printing Excel Workbooks

- Define the Page Layout
- Print a Workbook