

# Microsoft Excel – Level 1

Duration: 1 day

## Course Description

Learn the basics of creating spreadsheets in Excel. Enter data, formulas, format and manage and print workbooks.

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### Course Content

#### Create, Open and Save Workbooks

- What is Excel?
- Create a New Blank Workbook
- Create a Workbook from a Template
- Open Excel Files
- Get Help
- Save Workbooks
- Navigate a Workbook

#### Explore the User Interface

- Backstage View
- Ribbon Overview
- Mini Toolbar
- Status Bar
- Shortcut Key Tips
- Contextual Tabs

#### Work with Data

- Enter, Edit and Delete Data
- Data Selection Methods
- Use Autofill and Autocomplete
- Cut, Copy, Paste and Paste Special
- Resize Columns and Rows
- Insert and Delete Columns, Rows, Cells
- Use Undo, Redo and Repeat
- Spellcheck and AutoCorrect
- Use Find, Replace and Go To
- Use Basic Functions
- Use SmartTags and Options Buttons
- Add, Edit, and Remove Comments

#### Format a Workbook

- Format Using the Home Ribbon
- Format Using the Mini-Toolbar
- Format Using Dialog Boxes
- Use and Modify Conditional Formatting
- Use the Format Painter
- Create and Modify Styles
- Add, Name, Move, Delete and Color Sheets

### Charts

- Create and Format a Chart
- Modify Chart Layout and Structure
- Change Chart Types, Options, Location and Data Source
- Save a Chart as a Template

#### Printing and Viewing Workbooks

- Use the View Ribbon
- Split and Freeze
- Manage Multiple Windows
- Use Page Layout, Print Preview and Basic Print Options

#### Customize

- Customize the Quick Access Toolbar
- Show/Hide the Ribbon