

MICROSOFT EXCEL BASIC – LEVEL 1



OUTCOMES

By the end of this course, you should be able to:

- Navigate your way around Excel
- Create and work with a new workbook
- Open and navigate within workbooks and worksheets
- Understand and work with ranges in a worksheet
- Understand, create and work with formulas and functions used to perform calculations
- Copy and paste data
- Understand and use formula cell referencing
- Use font formatting techniques
- Align the contents of cells in a number of ways
- Format rows and columns in a worksheet
- Understand and use the number formatting features
- Print workbook data
- Create effective charts.

Course Outline:

1. Getting to know Excel

- a. Starting from the desktop
- b. Understanding the start screen
- c. The workbook screen
- d. How excel works
- e. Using the ribbon
- f. Showing and collapsing the ribbon
- g. Understanding the backstage view
- h. Accessing the backstage view
- i. Using shortcut menus
- j. Understanding dialog boxes
- k. Launching dialog boxes
- l. Understanding the quick access toolbar
- m. Adding commands to the quick access toolbar
- n. Understanding the status bar
- o. Exiting safely

2. Creating a new workbook

- a. Understanding workbooks
- b. Using the blank workbook template

- c. Typing text
- d. Typing numbers
- e. Typing dates
- f. Typing formulas
- g. Easy formulas
- h. Saving a new workbook on your computer
- i. Checking the spelling
- j. Making basic changes
- k. Printing a worksheet
- l. Safely closing a workbook

3. Working with workbooks

- a. Opening an existing workbook
- b. Navigating a workbook
- c. Navigating using the keyboard
- d. Using go to
- e. Recent files and folders

4. Editing in a workbook

- a. Understanding data editing
- b. Overwriting cell contents
- c. Editing longer cells
- d. Editing formulas
- e. Clearing cells
- f. Deleting data
- g. Using undo and redo

5. Selecting ranges

- a. Understanding cells and ranges
- b. Selecting contiguous ranges
- c. Selecting non-contiguous ranges
- d. Using special selection techniques
- e. Selecting larger ranges
- f. Selecting rows
- g. Selecting columns

6. Copying data

- a. Understanding copying
- b. Using fill for quick copying
- c. Copying from one cell to another
- d. Copying from one cell to a range
- e. Copying from one range to another
- f. Copying relative formulas
- g. Copying to a non-contiguous range
- h. Copying to another worksheet
- i. Copying to another workbook



7. Formulas and functions

- a. Understanding formulas
- b. Creating formulas that add
- c. Creating formulas that subtract
- d. Formulas that multiply and divide
- e. Understanding functions
- f. Using the sum function
- g. Summing non-contiguous ranges
- h. Calculating an average
- i. Finding a maximum value
- j. Finding a minimum value
- k. Creating more complex formulas
- l. What if formulas
- m. Common error messages

8. Formula referencing

- a. Absolute versus relative referencing
- b. Relative formulas
- c. Problems with relative formulas
- d. Creating absolute references
- e. Creating mixed references

9. Font formatting

- a. Understanding font formatting
- b. Working with live preview
- c. Changing fonts
- d. Changing font size
- e. Growing and shrinking fonts
- f. Making cells bold
- g. Italicising text
- h. Underlining text
- i. Changing font colours
- j. Changing background colours
- k. Using the format painter
- l. Applying strikethrough
- m. Subscripting text
- n. Superscripting text
- o. Practice exercise

10. Cell alignment

- a. Understanding cell alignment
- b. Horizontal cell alignment
- c. Vertical cell alignment
- d. Rotating text
- e. Indenting cells



11. Number formatting

- a. Understanding number formatting
- b. Applying general formatting
- c. Formatting for money
- d. Formatting percentages
- e. Formatting as fractions
- f. Formatting as dates
- g. Using the thousands separator
- h. Increasing and decreasing decimals

12. Row and column formatting

- a. Approximating column widths
- b. Setting precise columns widths
- c. Setting the default column width
- d. Approximating row height
- e. Setting precise row heights

13. Working with a worksheet

- a. Understanding worksheets
- b. Changing the worksheet view
- c. Worksheet zooming
- d. Viewing the formula bar
- e. Viewing worksheet gridlines
- f. Viewing the ruler
- g. Inserting cells into a worksheet
- h. Deleting cells from a worksheet
- i. Inserting columns into a worksheet
- j. Inserting rows into a worksheet
- k. Deleting rows and columns
- l. More than one worksheet
- m. Worksheet wisdom

14. Sorting data

- a. Understanding lists
- b. Performing an alphabetical sort
- c. Performing a numerical sort
- d. Sorting on more than one column
- e. Sorting numbered lists
- f. Sorting by rows

15. Filtering data

- a. Understanding filtering
- b. Applying and using a filter
- c. Clearing a filter
- d. Creating compound filters
- e. Multiple value filters



- f. Creating custom filters
- g. Using wildcards

16. Printing

- a. Understanding printing
- b. Previewing before you print
- c. Selecting a printer
- d. Printing a range
- e. Printing an entire workbook
- f. Specifying the number of copies
- g. The print options

17. Creating charts

- a. Understanding the charting process
- b. Choosing the right chart
- c. Using a recommended chart
- d. Creating a new chart from scratch
- e. Working with an embedded chart
- f. Resizing a chart
- g. Repositioning a chart
- h. Printing an embedded chart
- i. Creating a chart sheet
- j. Changing the chart type
- k. Changing the chart layout
- l. Changing the chart style
- m. Printing a chart sheet
- n. Embedding a chart into a worksheet
- o. Deleting a chart

