

# Microsoft Excel Level One

## The Essentials

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The Level One course contains the Essential information that all Excel users require. It is suitable for beginners, those that are self-taught and wanting to fill the gaps in their knowledge, or those who have not attended an Excel course in a very long time or those making the transition from an older version of Excel. The aim of this course is to provide participants with a strong introduction to creating and working with Excel data and files, and how to use the most essential Excel tools. Participants will be taught quick and easy ways to achieve results and will construct spreadsheets that include formulas and functions, and are professionally formatted. A knowledge of Windows is required, and all participants must be competent with a keyboard and mouse.

### COURSE CONTENT

#### CUSTOMISING the EXCEL SCREEN

<input type="checkbox"/> THE TITLE BAR	<input type="checkbox"/> MANAGING THE RIBBON
<input type="checkbox"/> CUSTOMISING THE QUICK ACCESS TOOLBAR	<input type="checkbox"/> WORKING WITH THE FORMULA BAR
<input type="checkbox"/> ROWS, COLUMNS, CELLS	<input type="checkbox"/> WORKSHEETS & THE STATUS BAR

#### FILE MANAGEMENT

<input type="checkbox"/> CREATING FILES, MOVING BETWEEN FILES	<input type="checkbox"/> SAVING & CLOSING FILES
<input type="checkbox"/> DATA ENTRY	<input type="checkbox"/> SAVE & SAVE AS & AUTOSAVE IN EXCEL

#### MANIPULATING WORKSHEETS

<input type="checkbox"/> AFFECT A SHEET OR A GROUP OF SHEETS	<input type="checkbox"/> DELETING, MOVING, RENAMING & INSERTING
<input type="checkbox"/> HIDING & UNHIDING SHEETS	<input type="checkbox"/> DUPLICATING & COLOUR CODING SHEETS

#### MOVING around a WORKBOOK

<input type="checkbox"/> QUICK WAYS TO MOVE AROUND DATA	<input type="checkbox"/> CONTROLLING THE ENTER KEY
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#### FIND and REPLACE

<input type="checkbox"/> FIND DATA	<input type="checkbox"/> REPLACE DATA
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#### ENTERING and EDITING DATA

<input type="checkbox"/> ENTERING TEXT, NUMBERS, DATES & TIMES	<input type="checkbox"/> CONTROL ALIGNMENT & FORMATTING DATES
<input type="checkbox"/> ENTER, EDIT, DELETE AND OVERWRITE DATA	<input type="checkbox"/> UNDO & REDO

#### WORK with AUTO-FILL

<input type="checkbox"/> AUTOFILL DAYS & MONTHS	<input type="checkbox"/> AUTOFILL DATES & AUTOFILL OPTIONS
<input type="checkbox"/> AUTOFILL INCREMENT & NO INCREMENT	<input type="checkbox"/> CUSTOM AUTOFILL

#### SORTING

<input type="checkbox"/> SINGLE SORTS	<input type="checkbox"/> MULTIPLE COLUMN SORTS
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#### FILTERING

<input type="checkbox"/> TURN FILTER ON & OFF & APPLY A FILTER	<input type="checkbox"/> CLEAR A FILTER
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#### DRAG and DROP to MOVE or COPY data

<input type="checkbox"/> DRAG & DROP	<input type="checkbox"/> COPY DRAG & DROP
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#### CUT, COPY and PASTE

<input type="checkbox"/> CUT, COPY & PASTE	<input type="checkbox"/> INSERTING CUT OR COPIED CELLS
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#### INSERT or DELETE COLUMNS or ROWS

<input type="checkbox"/> INSERT A COLUMN(S) OR ROW(S)	<input type="checkbox"/> DELETE A COLUMN(S) OR ROW(S)
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#### FORMULAS

<input type="checkbox"/> ENTERING A FORMULA	<input type="checkbox"/> ARITHMETIC & ALGEBRA
<input type="checkbox"/> RECALCULATING RESULTS	<input type="checkbox"/> VIEWING, REVISING & PRINTING FORMULAS

#### FUNCTIONS

<input type="checkbox"/> SUM, AVERAGE, COUNT, MAX & MIN FUNCTIONS	<input type="checkbox"/> AUTOFILL FORMULAS & FUNCTIONS
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#### CHAPTER 17. FORMATTING WORKSHEETS

<input type="checkbox"/> FONT & FONT SIZE, BOLD, ITALIC & UNDERLINE	<input type="checkbox"/> LEFT, RIGHT & CENTER ALIGNMENT
<input type="checkbox"/> MERGING & UNMERGING CELLS	<input type="checkbox"/> CURRENCY, ACCOUNTING, PERCENT & COMMA
<input type="checkbox"/> INCREASE & DECREASE DECIMAL PLACES	<input type="checkbox"/> INCREASE & DECREASE INDENT
<input type="checkbox"/> BORDERS, TEXT COLOUR & FILL COLOUR	<input type="checkbox"/> SUPERSCRIPIT
<input type="checkbox"/> TEXT ORIENTATION & WRAP TEXT	<input type="checkbox"/> FORMAT PAINTER
<input type="checkbox"/> COLUMN WIDTHS & ROW HEIGHTS	<input type="checkbox"/> TABLES STYLES & OPTIONS & GRIDLINES

#### SPELL CHECKING

#### PAGE SETUP AND PRINTING

<input type="checkbox"/> PRINT PREVIEW	<input type="checkbox"/> NAVIGATING & ZOOMING
<input type="checkbox"/> ORIENTATION & SCALING & GRIDLINES	<input type="checkbox"/> MARGINS & CENTER ON PAGE
<input type="checkbox"/> CUSTOM HEADERS & FOOTERS	<input type="checkbox"/> PRINT RANGE, SHEET & ENTIRE WORKBOOK

#### EXCEL KEYBOARD SHORTCUTS