

Software Solutions

Microsoft Excel Level One

The Essentials



The Level One course contains the Essential information that all Excel users need to work effectively with Excel. It is suitable for beginners, those that are **self-taught**, or those who have not attended an Excel course in a 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 understanding of creating spreadsheets 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.

CUSTOMISING the EXCEL SCREEN

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

FILE MANAGEMENT

<input type="checkbox"/> CREATING & MOVING BETWEEN FILES	<input type="checkbox"/> SAVE & SAVE AS & AUTOSAVE IN EXCEL
<input type="checkbox"/> WINDOWS LOGO KEY & SIDE BY SIDE VIEW	<input type="checkbox"/> EMAIL & AND SAVE AS PDF

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
---	--

FIND and REPLACE

<input type="checkbox"/> FIND DATA	<input type="checkbox"/> REPLACE DATA
------------------------------------	---------------------------------------

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

SORTING & FILTERING

<input type="checkbox"/> SINGLE SORTS	<input type="checkbox"/> MULTIPLE COLUMN SORTS
<input type="checkbox"/> TURN FILTER ON & OFF & APPLY A FILTER	<input type="checkbox"/> CLEAR A FILTER

CUT, COPY and PASTE

<input type="checkbox"/> DRAG & DROP AND COPY DRAG & DROP	<input type="checkbox"/> CUT, COPY & PASTE
<input type="checkbox"/> CLIPBOARD HISTORY & WINDOWS LOGO KEY	<input type="checkbox"/> INSERTING CUT OR COPIED CELLS
<input type="checkbox"/> INSERT A COLUMN(S) OR ROW(S)	<input type="checkbox"/> DELETE A COLUMN(S) OR ROW(S)

FORMULAS & FUNCTIONS

<input type="checkbox"/> ENTERING A FORMULA, THE 5 RULES	<input type="checkbox"/> ARITHMETIC & ALGEBRA
<input type="checkbox"/> RECALCULATING RESULTS	<input type="checkbox"/> VIEWING, REVISING & PRINTING FORMULAS
<input type="checkbox"/> SUM, AVERAGE, COUNT, MAX & MIN FUNCTIONS	<input type="checkbox"/> AUTOFILL FORMULAS & FUNCTIONS

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 7 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

You will be taught by Cathi Barker NZ's first Microsoft Office Master Instructor with many years of experience and qualifications in adult education and Microsoft Applications [LinkedIn Profile](#)