

Microsoft® Excel Level 1 (Basic)

Course Length: One Day

Prerequisites: Intro to PC's or basic computer knowledge.

Course Description

This course is designed to give proficiency with entering and editing data, modifying a worksheet, using functions, printing, creating charts and web features.

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Course Objectives

At the end of this course, students will be able to:

- Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, and use the Help feature.
- Enter and edit labels, values, and formulas in a worksheet, and find and replace a formula.
- Move and copy data, insert and delete ranges, and work with relative and absolute references when creating and copying formulas.
- Use functions such as SUM, AVERAGE, MIN, and MAX to perform calculations in a worksheet, and use the AutoSum feature.
- Preview and control Page Setup options for a worksheet, print a worksheet, and set and clear a print area.
- Create, format, modify, and print charts based on worksheet data.
- Save a worksheet as a Web page, use the Auto Republish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.