

# MS EXCEL – LEVEL 1



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** *The Excel Level 1* course is designed for the novice spreadsheet user who needs to be able to work with existing Excel files as well as create new ones from scratch. The courses will give you the skills you need to enter, edit and format data, create formulas from scratch, design charts that have professional appeal and use the database tools to sort and filter information. You will learn many useful shortcuts that will save you time at work.

**Pre-Requisites:** Participants should have either completed the three hour Introduction to MS Excel or have some exposure to the concepts of spreadsheeting. It is also desirable that students have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

### Excel Orientation:

- Starting Excel
- The Excel Screen
- Using The Ribbon / Menus / Toolbars
- Using KeyTip / Screen Tips
- Minimising The Ribbon
- Using Shortcut Menus
- Understanding Dialog Boxes
- Moving around the Workbook
- The Status Bar
- Exiting Safely From Excel

### Creating A New Workbook:

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text Into A Worksheet
- The Save As Dialog Box
- Saving A New Workbook
- Typing Numbers Into A Worksheet
- Typing Simple Formulas In A Worksheet
- Easy Formulas
- Typing Dates In A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making And Saving Changes

### Working With Workbooks:

- Opening An Existing Workbook
- Moving About A Worksheet
- Moving About A Workbook
- Going To A Specific Location
- The Open Dialog Box

### Selecting Ranges:

- Understanding Ranges
- Selecting Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating An Input Range

### Formulas And Functions:

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function To Add
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Using The Count Function

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# MS EXCEL – LEVEL 1

## Copying and Filling Excel Data:

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Copying Relative Formulas
- Copying To A Non-Contiguous Range
- Copying To Another Worksheet
- Copying To Another Workbook

## Font Formatting:

- Using The Font Tools
- Using The Alignment Tools
- Using The Number Tools
- The Format Cells Dialog Box
- Formatting Fonts Using The Menu
- Superscript, Subscript And Strikethrough
- Changing Horizontal Alignment
- Centering Across A Selection
- Wrapping Text
- Changing Text Orientation
- Changing Vertical Alignment
- Formatting Dates, Number, Currency
- Borders And Shading
- Clearing Cell Formats
- Using The Format Paintbrush

## Printing:

- Understanding Printing
- Previewing Before You Print
- Performing A Quick Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Dialog Box
- Page Orientation
- Scaling to Fit
- Creating Page Header And Footers

## Creating Charts:

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet

## \*\*\* Bonus Topics (Optional)

### Absolutes Cell Referencing:

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

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