VERMONT Panurgy
NETWORKS • TRAINING • SUPPORT

Course Syllabus

Microsoft Excel Level 1

One Day • Instructor-led

Overview:

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® can help. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.
This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel Exam and the Excel Expert Exam.

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel that is necessary to create and work with electronic spreadsheets.

Objectives:

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.
You will:

- Get started with Microsoft Office Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

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Course Outline

Lesson 1: Getting Started with Microsoft Office Excel
- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

Lesson 2: Performing Calculations
- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

Lesson 3: Modifying a Worksheet
- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet
- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

Lesson 5: Printing Workbooks
- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

Lesson 6: Managing Workbooks
- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties