



Microsoft Excel Training Level 1

**Wednesday, May 19 and Thursday , May 20
8am until 12pm**

Lesson 1 - Excel Basics

- 1.1 Creating an Excel Workbook
- 1.2 Examining the Excel Environment
- 1.3 Opening an Existing Workbook
- 1.4 Navigating A Worksheet
- 1.5 Creating A New Workbook
- 1.6 Saving A New Workbook
- 1.7 Moving Between Workbooks
- 1.8 Setting Excel Options
- 1.9 Switching Between Views
- 1.10 Using Tell Me To Obtain Help
- 1.11 Closing A Workbook and Exiting Excel

Lesson 2 – Working With Data

- 2.1 Entering Text and Numbers
- 2.2 Entering Simple Formulas
- 2.3 Choosing Formula Cell References
- 2.4 Using Autosum
- 2.5 Changing & Deleting Data
- 2.6 Using Undo/Redo
- 2.7 Using Find and Replace
- 2.8 Using the Go To Command
- 2.9 Spell Checking Your Worksheet
- 2.10 Inserting Symbols
- 2.11 Using Smart Lookup

Lesson 3 – Editing A Worksheet

- 3.1 Working With Ranges
- 3.2 Copying and Pasting Data
- 3.3 Using the Office Clipboard
- 3.4 Cutting and Pasting Data
- 3.5 Copying and Moving Cells Using Drag-and-Drop
- 3.6 Changing Column Width
- 3.7 Changing Row Height
- 3.8 Inserting and Removing Rows and Columns
- 3.9 Copying Data and Formulas With Autofill
- 3.10 Filling In Cells Using Flash Fill

Lesson 4 – Formatting A Worksheet

- 4.1 Formatting Text
- 4.2 Using the Format Cells Dialog Box
- 4.3 Formatting Values
- 4.4 Using the Format Painter Button
- 4.5 Alignment and Text Wrapping
- 4.6 Merging Cells and Centering Text
- 4.7 Adding Cell Borders
- 4.8 Applying Colors and Shading To Cells
- 4.9 Applying Cell Styles
- 4.10 Hiding and Unhiding Rows and Columns
- 4.11 Freezing and Unfreezing Rows and Columns
- 4.12 Inserting and Removing Page Breaks

Lesson 5 – Page Setup and Printing

- 5.1 Adjusting Margins
- 5.2 Setting Page Orientation
- 5.3 Setting Paper Size
- 5.4 Defining A Print Area
- 5.5 Printing Worksheet Titles
- 5.6 Forcing A Worksheet To Fit
- 5.7 Inserting Headers and Footers
- 5.8 Printing A Worksheet

Lesson 6 – Formulas and Functions

- 6.1 Relative References
- 6.2 Absolute References
- 6.3 Mixed References
- 6.4 Copying Formulas
- 6.5 Min, Max, Count and Average Functions
- 6.6 the Insert Function Button

Lesson 7 – Modifying Workbooks

- 7.1 Adding and Deleting Worksheets
- 7.2 Copying Worksheets
- 7.3 Renaming Worksheets
- 7.4 Repositioning Worksheets
- 7.5 Grouping Worksheets
- 7.6 Changing Worksheet Tab Colors
- 7.7 Using 3-D Formulas & References