Microsoft Excel Level I (One Day)

Excel Level I, the first course in the Excel Application Specialist certification series, is designed for beginners or self-taught users looking to improve their skills. It covers the fundamentals and progressively introduces more advanced features to help participants maximize Excel's potential.

The course covers key Excel skills, including setting up spreadsheets, entering and manipulating data, and using AutoFill to save time. Participants will learn how to print spreadsheets correctly, create basic formulas and functions, and edit and format data efficiently. By the end, they will be equipped to manage large workbooks and use Excel's core features to improve productivity.

Prerequisites: Participants must have completed Excel Basics or have basic computer abilities, including being able to open, close and save files. Participants also will be asked to enter a minimal amount of data.

Getting Started with Excel: Navigation and Selection
Learn the basics of navigating the Excel interface, including how to move between cells, rows, columns, and worksheets, as well as how to select individual or multiple cells, ranges, and entire rows or columns.

Using AutoFill
Understand how to use Excel's Autofill feature to quickly extend data patterns such as numbers, dates, and simple formulas across rows and columns to save time and enhance productivity.

Printing From Excel
Get familiar with printing from Excel, including how to set up print areas, adjust page layouts, and preview your worksheet before printing to ensure the content fits correctly on the page.

Intro to Formulas: Proper Formula Layout, Common Formulas, Using Autofill
Learn how to create simple formulas, including the correct formula syntax, and how to apply common formulas (such as addition and subtraction) across multiple cells using Autofill to streamline your workflow.

Intro to Functions: SUM, COUNT, AVERAGE, MAX, MIN
Get introduced to basic Excel functions such as SUM, COUNT, AVERAGE, MAX, and MIN, and learn how to use them to perform quick calculations on ranges of data.

Formatting Worksheets
Discover how to format cells, rows, and columns to make your data more readable, including adjusting font styles, text alignment, number formatting, and applying borders and cell shading for improved presentation.

Managing Large Workbooks: Organizing Worksheets and Different View Settings
Learn how to manage large workbooks efficiently by organizing multiple worksheets, using different view options (like Page Layout and Normal views), and navigating quickly through large datasets.

Customizing Excel Options
Explore how to personalize Excel's settings to suit your preferences, such as modifying the Ribbon, adjusting the default settings for formulas, and managing options for data entry, display, and calculations.

All courses are conducted by a Microsoft Certified Excel Expert. Course hours are from 9:00 AM to 4:00 PM, with a one-hour lunch break provided for personal time.