

Excel 2016 Level 1

Course Description

Students will learn basic worksheets skills and how to work with data in worksheets.

Prerequisites

Windows Introduction, or equivalent knowledge.

What Next?

Excel Level 1 is the first course in this series. Excel Level 2, the next course in this series, builds on the knowledge gained with this course. Students who want to learn advanced features can take Excel Level 3.

Course Content

Unit 1: Getting Started

- Spreadsheet terminology
- The Excel window
- Getting help
- Navigating workbooks

Unit 2: Entering and editing text

- Entering and editing text and values
- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks

Unit 3: Modifying a worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows and columns

Unit 4: Using functions

- Entering functions
- AutoSum
- Other functions

Unit 5: Formatting worksheets

- Formatting text
- Formatting rows and columns
- Formatting numbers
- Conditional formatting
- Additional formatting options

Unit 6: Printing

- Preparing to print
- Page Setup options
- Printing worksheets

Unit 7: Creating Charts

- Chart basics
- Modifying charts
- Printing charts