

## Course Overview

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. Following an overview of the program environment and a glimpse of the power of Excel, you will learn how to enter and format data (both text and values), how to move and copy data, how to create formulas and functions to calculate data, and how to specify a formula reference as relative or absolute depending on how you need to use the formula in the worksheet. You will also learn how to format and print spreadsheets.

## Courses in the Microsoft Excel Series

Excel Level 1  
- 1 day -

Excel Level 2  
- 1 day -

Excel Level 3  
- 2 days -

Excel Level 4  
- 2 days -

## Course Preparation

Prerequisite Course: *Microsoft Windows - Level 1* or equivalent experience. You should be familiar with the use of a standard PC keyboard and the basics of Windows, including using a mouse, pull down menus, opening and closing windows, minimizing and maximizing windows, and using scroll bars.

## Course Topics

### Getting Started

- Starting Excel
- Displaying Full Menus and Toolbars
- Selecting Cells
- Moving through a worksheet
- Displaying Additional Sheet Tabs
- Inserting, Moving, and Deleting a Worksheet
- Using Online Help

### Entering Data and Creating a Series

- Entering Data into a Worksheet
- Replacing and Editing a Cell Entry
- Clearing (Deleting) Data
- Setting Column Width
- Using the Fill Handle to Enter a Data Series
- Using SmartTags with the Fill Handle
- Copying and Pasting Data
- Saving a Workbook
- Renaming a Sheet
- Resaving a Workbook

### Formatting a Worksheet and Moving Data

- Opening a Workbook
- Inserting Rows and Columns
- Using Undo
- Moving Data with Drag and Drop
- Formatting Cells for Bold
- Horizontally and Vertically Aligning Data
- Changing Text Size
- Moving Data with Cut and Paste
- Adding Cell Borders and Color
- Turning off Gridlines

### Working with Formulas

- Creating Mathematical Formulas
- Creating a Formula using Cell Pointing
- Copying a Formula
- Using Absolute Cell References in a Formula
- Using Parentheses in a Formula
- Recalculating Formulas

### Working with Functions

- Formulas vs. Functions
- Using the Min Function
- Using the Max Function
- Using the Average Function
- Using the Sum Function
- Adding Cells with the AutoSum Button
- Formatting Numbers

### Using the Office Clipboard

- Understanding the Office Clipboard
- Displaying the Office Clipboard
- Clearing the Office Clipboard
- Collecting Items
- Pasting Items from the Office Clipboard

### Previewing and Printing

- Print Previewing a Worksheet
- Changing the View Size in Print Preview
- Working with Page Settings and Margin Settings
- Creating a Header and Footer
- Working with Sheet Settings
- Setting and Removing Page Breaks
- Setting Print Titles and Freezing Panes

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