



Microsoft

Excel Level 1: Foundation

Who Should Attend

This course is best suited for beginner or novice users, or those with limited time to develop efficient foundational Excel skills from the ground up.

Format:

- 2x4-hour instructor-led online sessions

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Excel Level 2: Intermediate
- Excel Level 3: Advanced

The Fast Track to Excel Excellence

Learn how to prepare and present spreadsheets systematically and professionally and to rapidly build visually-appealing outputs for printing or publishing.

This course will help you:

- Create Spreadsheets - Learn how to make new Excel workbooks, enter data, and navigate cells.
- Use Formulas - Insert basic formulas and functions like SUM and AVERAGE.
- Format Worksheets - Apply formatting like fonts, colours, borders to customize your spreadsheets.
- Organize Data - Sort and filter data in your worksheets to find what you need.
- Print Clearly - Set up print areas and titles and prepare your files for printing properly.



A Better Way To Work

Priority Management Training

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Synopsis:

Excel Level 1: Foundation

Upon completing this course, you will be able to create, populate, calculate, format, spellcheck, print and customize basic spreadsheets to leverage Excel functionality for personal or professional projects.

Unit 1 Getting Started:

- Identify the elements of the Excel interface
- Create a basic worksheet
- Use the help system.

Unit 2 Working with Data:

- Using formulas and functions in a worksheet
- Working with data
- Rows, and columns
- How to sort and filter data.

Unit 3 Modifying a Worksheet:

- Format text and cells
- Align cell contents
- Use Find & Select tools
- Spell check a worksheet

Unit 4 Printing Workbook Contents:

- Define the basic page layout for a workbook
- Refine the page layout
- Apply print options.

Unit 5 Managing Large Workbooks: You will learn how to:

- Format worksheet tabs
- Manage worksheets
- Manage the view of worksheets and workbooks.

Unit 6 Customizing the Excel Environment:

- Customize general, language, formula, proofing, and saving options
- Use Excel's version control features
- Customize the ribbon and the Quick Access toolbar
- Enable add-ins and
- Customise advanced and Trust Center options



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