



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:

- 1x1-day 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 successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

### Unit 1 Getting Started with Microsoft Office Excel

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help.

### Unit 2 Performing Calculations:

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions.

### Unit 3 Modifying a Worksheet:

- Insert, Delete, and Adjust Cells, Columns, and Rows

- Search for and Replace Data
- Use Proofing and Research Tools

### Unit 4 Formatting a Worksheet:

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates.

### Unit 5 Printing Workbooks:

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers.

### Unit 6 Managing Workbooks:

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties



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