

Excel Level I

Course content

Lesson 1: Excel basics

- The paper spreadsheet
- The Excel program
- The workbook environment

Lesson 2: Entering data and navigating in a worksheet

- Entering and correcting data
- Saving a file
- Using formulas
- Opening a second file
- Navigation and movement techniques

Lesson 3: Modifying a workbook

- Working with ranges
- Working with functions
- Editing cell contents

Lesson 4: Moving and copying data

- Inserting rows and ranges
- Moving data
- Copying data
- Absolute references
- Using the Fill Series feature

Lesson 5: Formatting a worksheet

- Formatting a worksheet
- Number formats and text alignment
- Copying and pasting formats
- Special and custom formatting

Lesson 6: Printing a worksheet

- Checking spelling
- Using the Print Preview command
- Printing a large worksheet
- Additional print options

Lesson 7: Introduction to the workbook environment

- Using a multiple-sheet workbook
- Creating a chart
- Outlining
- Spreadsheet Solutions

Lesson 8: Creating Excel Web pages

- Using Excel as a Web tool