

Microsoft Excel Level 1 (Beginners)

All versions

Description

This is a foundation course for Excel. You will learn how to create, edit, format, print a spreadsheet and create basic formulas.

Who should attend

This two-day course is for complete beginners in Excel who have never used it before.

Duration

2 full days onsite/online

Unit Standards

SAQA US ID: 116937: Use a Graphical User Interface (GUI)-Based Spreadsheet Application to Create and Edit Spreadsheets. NQF level 2. Credits 4.

Prerequisites

A knowledge of Windows and understanding of how to use the personal computer

COURSE CONTENT

Module 1: Excel Essentials

- Spreadsheets defined
- Opening Excel
- The Excel screen
- Customising the Quick Access Bar
- Understanding the Ribbon, contextual tabs and dialog box launchers
- Help in Excel
- Workbooks and Worksheets
- Selecting Ranges
- Moving and Scrolling through the Workbook

Module 2: Creating a Spreadsheet

- Types of Data
- Data Entry
- Using AutoFill
- Editing Data
- Formulas
- Absolute addressing

Module 3: Editing a Spreadsheet

- Changing column/row widths
- Alignment
- Centring headings over a group of cells
- Inserting and deleting rows / columns
- Inserting worksheets

- Moving and Copying
- Find & replace

Module 4: Formatting a Spreadsheet

- Changing number formats
- Borders and Fill (shading)
- Cell styles
- Changing character fonts, sizes & colours
- Freezing worksheet titles
- Split a screen
- Zooming the display
- Copying a format to other cells

Module 5: Printing a Spreadsheet

- Using Page Layout View to create Headers and Footers
- Print Preview
- Using the Page Layout ribbon
- Manual Page Breaks
- Changing Orientation and Scaling
- Selecting a print area
- Print repeating headings

Module 6: Spelling and Grammar Check

- Setting Defaults for Spellchecker & Dictionary Language
- Checking Spelling and Grammar
- Autocorrect

Module 7: Introduction to Working with Data

Sorting a list

Filtering a list

Module 8: Charts

Inserting a chart

Working with contextual tabs:

Choosing chart options

Editing a chart

Adding a data series

Deleting a series from a range

Changing chart type

Changing the chart format

Adding text, drawing objects

Printing Charts

Addendum

Formula checking & Auditing