



# Microsoft Excel Level 1

Office 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Lesson 1: Getting Around in Excel

- Opening Excel
- Exploring the Excel Window
- Exploring the Excel Environment
- Using the Excel Help Feature
- Opening and Viewing a Workbook
- Navigating a Workbook

## Lesson 2: Creating an Excel Workbook

- Closing a Workbook
- Starting a New Workbook
- Entering Data
- Saving and Naming a Workbook
- Using AutoFill

## Lesson 3: Editing a Worksheet

- Selecting Cells
- Editing and Deleting Data in Cells
- Using Undo and Redo
- Moving and Copying Data in Cells
- Extracting Data from Cells \*
- Adding and Deleting Rows and Columns
- Using Find and Replace
- Using Spell Check

## Lesson 4: Calculating Data

- Using Basic Formulas
- Copying and Pasting Formulas
- Multiplying Cells
- Adding More than Two Cells
- Dividing Cells
- Calculating with Functions
- Using Absolute and Relative References



### **Lesson 5: Formatting Cells**

- Modifying Fonts
- Adding Borders and Colors to Cells
- Using the Format Painter
- Formatting Numbers
- Adjusting Cell alignment
- Using Cell Styles
- Adjusting Row Height and Column Width

### **Lesson 6: Creating Page Setup and Printing Options**

- Setting Page Breaks
- Setting Page Orientation
- Setting Margins
- Inserting Headers and Footers
- Setting Printing Options
- Freezing and Unfreezing Panes
- Splitting a Worksheet

### **Lesson 7: Working With Multiple Sheets**

- Formatting Worksheet Tabs
- Inserting and Deleting Worksheets
- Moving and Copying Worksheets
- Hiding a Worksheet
- Arranging Worksheets

To register or for more information call our office **(208) 898-9036** or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)