

Excel Level 1

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Duration: 7.5 hours **Cost:** \$199 **Course Minimum:** 4 **Course Maximum:** 8

1. Getting Started with Excel 2016

- Components of the Excel window
- Learn about the Ribbon, Quick Access Toolbar, Backstage view, Office terminology, and all the components that make up an Excel screen
- Features of Excel's Ribbon
- Quick Access toolbar
- Mini toolbar
- Status bar
- Using the Help menu

2. Excel Best Practices

- Organize folders / files
- Plan worksheet on paper
- List of "Always / Never"
- How to select contiguous / non-contiguous ranges
- Contextual menus

3. Modifying Worksheet Contents

- Understanding Excel cursors
- Edit options
- Undo / Redo
- Save As *versus* Save
 - Different file types that work with Excel
- Move / Copy / Paste
- Fill cells with series of data
- Insert / Delete entire rows & columns

4. Formatting a Worksheet

- Format cells
 - Number (General, Currency, Date, Percentage, Text)
 - Alignment
 - Merge cells
 - Font
 - Borders
 - Fill
- Format Painter
- Change column widths / row heights

5. Performing Basic Calculations

- Excel formulas
- Order of Operations - BEDMAS
- AutoSum
- Functions – Basic Math
 - =SUM()
 - =AVERAGE()
 - =COUNT()
 - =MIN(), MAX()
- Relative / Absolute/Mixed Cell Addresses

6. Sort

- How to sort effectively

7. Print Workbook Contents

- Add print commands to the Quick Access toolbar
- Set print range
- Page orientation (Portrait / Landscape)
- Fit to page(s)