

Excel - Level 1

Category: Microsoft Office, Microsoft Excel

Getting started with Microsoft Excel

- Introduction to Excel
- Navigating the Excel Screen and Ribbon

File Management

- Creating Worksheets
- Opening Worksheets
- Editing Worksheets

Editing and Selecting Data

- Typing Text, Dates and Numbers
- Selecting Cells, Rows and Columns using the Mouse and Keyboard

Using Functions

- Using the Sum, Average, Min, Max Functions
- Understanding the Function Wizard

Working with Dates

- Date Calculations
- Formatting Dates

Copying and Moving Data/Formulae

- Using Cut, Copy and Paste

- AutoFill
- Drag and Drop
- Copy and Drop

Editing Worksheets

- Adding Rows and Columns
- Sizing Rows and Columns
- Hiding Rows and Columns

Formatting Worksheets

- Working with Fonts
- Adding Borders and Colours to Cells
- Aligning the Content of a Cell
- Applying Number Formatting
- Using the Format Painter

Working with Large Worksheets

- Freezing and Splitting Rows and Columns
- Introduction to Filters

Charts and Graphs

- Creating Charts and Graphs
- Basic Formatting of Charts and Graphs

Printing

- Using Print Preview
- Basic Printing Options

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and

realise their full potential whilst clients achieve their corporate goals.

Course Objectives

This course is suitable for people with little or no experience of using Microsoft Excel. By the end of the course you will be able to create basic but powerful Excel spreadsheets.

Often, self-taught users miss out on the productivity benefits of the time saving tools featured within Excel. These are also covered during this course.

Course Duration

Duration: 1 Day

Timings: 9:30 - 16:30

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

Software Versions

We offer training solutions for all versions of Excel - 2003, 2007, 2010, 2013 and 2016.

Related Courses

- Excel Level 2
- Excel Level 3
- PowerPoint Level 1
- Word Level 1

Reviews

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

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