

# Excel Essentials

## Level 1

### What Can You Expect?

This 1-day fast-paced course will provide the learner with Basic essential skills to get them started in Excel.

### What Is Required from You?

The learner would have experience in Windows, be able to save files and create folders, as well as have basic knowledge of spreadsheets and what they are used for.

### 1 Day Course Content

#### Getting Started with Microsoft Excel 2016

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

#### Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

#### Modifying a Worksheet

- Insert, Delete and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

#### Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

#### Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

#### Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

### What will I take back to work with me?

Practical, hands-on exposure to the basis of Excel will give you confidence and allow you to utilise your new skills with efficiency.

