



MS Excel

Level 1

YOUR PARTNER IN EXCELLENCE

Excel basics

- ❖ Creating an excel workbook
- ❖ Examining the excel environment
- ❖ Creating a new workbook
- ❖ Saving a new workbook
- ❖ Opening an existing workbook
- ❖ Navigating a worksheet
- ❖ Moving between workbooks
- ❖ Setting excel options
- ❖ Using help
- ❖ Closing a workbook and exiting excel

Working with data

- ❖ Entering text and numbers
- ❖ Changing & deleting data
- ❖ Using undo/redo
- ❖ Using find and replace
- ❖ Using the go to command

Editing a worksheet

- ❖ Working with ranges
- ❖ Copying and pasting data
- ❖ Using the office clipboard
- ❖ Cutting and pasting data
- ❖ Copying and moving cells using drag-and-drop
- ❖ Copying data and formulas with autofill
- ❖ Filling in cells using flash fill
- ❖ Changing column width
- ❖ Changing row height
- ❖ Inserting and removing rows and columns

Formulas and functions

- ❖ Entering simple formulas
- ❖ Choosing formula cell references manually
- ❖ The insert function button
- ❖ Using auto sum
- ❖ Min, max, count and average functions
- ❖ Copying formulas
- ❖ Relative references
- ❖ Absolute references
- ❖ Mixed references

PURE IT ACADEMY

WWW.PURE-IT-ACADEMY.COM

ADDRESS

PENSTRAAT 23
WILLEMSTAD

CONTACT

+5999 841-7873
INFO@PURE-IT-ACADEMY.COM

formatting a worksheet

- ❖ Formatting text
- ❖ Applying colors and shading to cells
- ❖ Adding cell borders
- ❖ Using the format cells dialog box
- ❖ Alignment and text wrapping
- ❖ Merging cells and centering text
- ❖ Formatting values
- ❖ Using the format painter button
- ❖ Hiding and unhiding rows and columns
- ❖ Freezing and unfreezing rows and columns

Page setup and printing

- ❖ Adjusting margins
- ❖ Setting page orientation
- ❖ Setting paper size
- ❖ Inserting and removing page breaks
- ❖ Forcing a worksheet to fit
- ❖ Printing worksheet titles
- ❖ Inserting headers and footers
- ❖ Defining a print area
- ❖ Printing a worksheet

Modifying workbooks

- ❖ Adding and deleting worksheets
- ❖ Renaming worksheets
- ❖ Changing worksheet tab colors
- ❖ Repositioning worksheets
- ❖ Copying worksheets
- ❖ Grouping worksheets