

## Microsoft Excel Basics (level 1) – 1 day

This training will focus on working quick and efficient in Excel. The Excel basic skills like formatting, printing and the use of the most frequently used formulas will all be covered.

### Audience

This course is for everyone who wants to work quick and efficient with Excel. Even people who rarely work with excel will benefit from this course. The basics of Excel are covered including an introduction to the use of formulas with the most used functions.

### Prerequisites

You must be able to work with a PC with a Windows operating system.

### Contents

#### *Exploring Excel*

- What is Excel
- Screen layout
- Use of the Ribbon
- Use of the Quick Access Toolbar (QAT)
- Getting Help
- Zoom in and zoom out

#### *Data entry and navigation*

- Data entry and confirmation
- Edit cell contents
- Clear content / formatting / all
- Undo and Redo
- Navigate with mouse or keyboard
- Select columns, rows, cell and sheets
- Search and replace
- Spell check

#### *File management*

- Create, Open, Close and Save files
- Use of templates
- save as PDF

#### *Row and Column operations*

- Adjust row heights
- Adjust column widths
- Remove rows and columns
- Insert columns and rows
- Hide rows and columns

#### *Working with sheets*

- Move and copy sheets
- Insert sheets
- Rename sheets
- Reorder sheets
- Create series

- Change the tab color of a sheet
- Grouping sheets
- Edit a group of sheets
- Ungroup sheets

#### *Formulas*

- Using basic formulas
- Calculation operators and precedence in Excel
- Using basic functions
- Copying calculations
- Relative and absolute references

#### *Formatting*

- Font formatting
- Alignment formatting
  - Merge cells
  - Word wrap
- Number formatting
- Copy formatting

#### *Page layout and printing*

- Page layout (margins, orientation, paper size, etc.)
- Print titles on every page
- Insert and remove page breaks
- Page header and page footer
- print only a selection of the sheet
- setting a print range

