



MS-Excel Level 1 Training Seminar

Who Should Attend:

This seminar is ideal for self-taught users and beginners of Microsoft Excel, entry level staff, secretaries, typist, data entry personnel, administrative support staff - who would like to hone their skills in producing reliable Excel workbooks.

Duration: 2 days

Prerequisite: A basic understanding of computers such as basic mouse and keyboard operations.

Objectives:

At the end of this training seminar participants will be able to:

- Create & modify a basic worksheet
- Perform calculations and format a worksheet
- Use functions such as SUM, AVERAGE, MIN, MAX to perform calculations in a worksheet
- Print the contents of a worksheet
- Create and customize charts

Content:

Lesson 1: Excel Basics

- a. An Overview of Excel Program
- b. The Workbook Environment & Toolbars
- c. Navigating in Excel
- d. How to use Help

Lesson 2: Entering Data & Navigating in a Worksheet

- a. Entering and Correcting Data
- b. Saving a File
- c. Using Formulas
- d. Opening a Second File

Lesson 3: Modifying a Workbook

- a. Working with Ranges & Functions
- b. Editing Cell Contents

Lesson 4: Moving and Copying Data

- a. Inserting Rows and Ranges
- b. Moving & Copying Data
- c. Absolute References
- d. Using the Fill Series Feature

- e. Navigation and Movement Techniques

Lesson 5: Formatting a Worksheet

- a. Formatting a Worksheet
- b. Number Formats and Text Alignment
- c. Copying and Pasting Formats
- d. Special and Custom Formatting

Lesson 6: Printing a Worksheet

- a. Checking Spelling
- b. Using the Print Preview Command
- c. Printing a Large Worksheet
- d. Additional Print Options

Lesson 7: Introduction to the Workbook Environment

- a. Using a Multiple-sheet Workbook
- b. Creating a Chart
- c. Spreadsheet Solutions