



## Microsoft Excel

### Level 1 - Beginner

#### INFOCUS COURSEWARE

#### Getting to Know Excel

- Starting Excel From The Desktop
- Understanding The Excel Start Screen
- The Excel Workbook Screen
- How Excel Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Excel

#### Your First Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving A New Workbook On Your Computer
- Checking The Spelling
- Making Basic Changes
- Safely Closing A Workbook

#### Working With Workbooks

- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Recent Files And Folders
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo And Redo

#### Cells and Ranges

- Understanding Cells And Ranges

- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Extracting With Flash Fill
- Understanding Moving In Excel
- Moving Cells And Ranges

#### Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Creating More Complex Formulas
- What If Formulas
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Common Error Messages

#### Worksheet Appearance

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours

- Using The Format Painter
- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells
- Understanding Number Formatting
- Applying General Formatting
- Formatting For Money
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals

#### Worksheet Layout

- Approximating Column Widths
- Setting Precise Column Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Understanding Worksheets
- Changing The Worksheet View
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into A Worksheet
- Deleting Cells From A Worksheet
- Inserting Columns Into A Worksheet
- Inserting Rows Into A Worksheet
- Deleting Rows And Columns
- More Than One Worksheet
- Worksheet Wisdom

#### Sorting and Filtering Data

- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

#### Printing

- Understanding Printing
- Previewing Before You Print

### Product Information



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#### INFOCUS COURSEWARE

- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Options

#### Creating Charts

- Understanding The Charting Process
- Choosing The Right Chart
- Using A Recommended Chart
- Creating A New Chart From Scratch
- Working With An Embedded Chart
- Resizing A Chart
- Repositioning A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

#### Getting Help

- Understanding How Help Works
- Accessing The Help Window
- Navigating The Help Window
- Using The Office Website For Help
- Using Google To Get Help
- Printing A Help Topic
- Other Sources Of Assistance

#### A Guide to Brilliant Spreadsheets

- Nothing Beats Good Planning
- Organisation And Design
- Spot On Formulas
- Documented And Easy To Use
- The Appropriateness Of Spreadsheets

## Product Information

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