

# Excel - Level 1

**Category:** Microsoft Office, Microsoft Excel

## Getting started with Microsoft Excel

- Introduction to Excel
- Navigating the Excel Screen and Ribbon

## File Management

- Creating Worksheets
- Opening Worksheets
- Editing Worksheets

## Editing and Selecting Data

- Typing Text, Dates and Numbers
- Selecting Cells, Rows and Columns using the Mouse and Keyboard

## Using Functions

- Using the Sum, Average, Min, Max Functions
- Understanding the Function Wizard

## Working with Dates

- Date Calculations
- Formatting Dates

## Copying and Moving Data/Formulae

- Using Cut, Copy and Paste

- AutoFill
- Drag and Drop
- Copy and Drop

## **Editing Worksheets**

- Adding Rows and Columns
- Sizing Rows and Columns
- Hiding Rows and Columns

## **Formatting Worksheets**

- Working with Fonts
- Adding Borders and Colours to Cells
- Aligning the Content of a Cell
- Applying Number Formatting
- Using the Format Painter

## **Working with Large Worksheets**

- Freezing and Splitting Rows and Columns
- Introduction to Filters

## **Charts and Graphs**

- Creating Charts and Graphs
- Basic Formatting of Charts and Graphs

## **Printing**

- Using Print Preview
- Basic Printing Options

## **About SquareOne**

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and

realise their full potential whilst clients achieve their corporate goals.

## Who should attend?

This course is suitable for people who are self taught or have little to no experience of using Microsoft Excel who wish to get more confident within the package.

## Prerequisites

Delegates will need to be familiar with using personal computers and should have experience using a keyboard and mouse. We would expect delegates to know how to: launch and close applications, navigate, save and open files.

## Objectives

At the end of this course you will feel more confident in creating spreadsheets with everyday calculations. You will know how to format and print spreadsheets, and how to create charts.

Often, self-taught users miss out on the essential features and time saving shortcuts which are covered during this course.

## Course Duration

Duration: 1 Day

## Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

## Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead, Aberdeen and Ireland.

Closed courses can also be delivered in European countries such as Austria, Belgium, Denmark, Greece, France, Finland, Hungary, Italy, Ireland, Netherlands, Norway, Portugal, Spain, Poland, Sweden, Switzerland and off shore.... Either in English or local languages

## Software Versions

We offer training solutions for all versions of Excel - 2003, 2007, 2010, 2013 and 2016.

## Related Courses

- [Excel Level 2](#)
- [Excel Level 2 Express](#)

- [Excel Level 3](#)
- [Excel PowerPivot](#)
- [Excel Dashboards](#)

## Reviews

## BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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