



Course Objectives and Outline

Excel 365: Introduction/Level 1

Days: 1

Prerequisites or Equivalent Skills: Windows

Target Student and Goals:

You should be comfortable using a personal computer and Microsoft Windows. You should have little or no experience using Microsoft Excel or any other spreadsheet program. You will get the most out of this course if your goal is to become proficient in using Microsoft Excel to create basic worksheets and charts for data tracking and reporting.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Recognize spreadsheet terminology; start Microsoft Excel and identify the components of the Excel interface; create a blank workbook; navigate worksheets; and open a downloaded template. .
- Enter and edit text and values; use AutoFill; enter formulas and examine the order of operations; save and update a workbook; and save a workbook in different file formats.
- Move and copy data; use the Office Clipboard; move and copy formulas; use AutoFill to copy formulas; use Paste Link; view formulas; work with relative and absolute references; and insert and delete ranges, rows, and columns.
- Use the SUM function, AutoSum, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet.
- Format text, cells, rows, and columns; merge cells; apply color and borders; format numbers; create conditional formats; use the Format Painter; and use Find and Replace to update the formatting for specific content.
- Create, format, modify, and print charts based on worksheet data; work with various chart elements; and apply chart types and chart styles.
- Insert and modify a picture; represent data graphically within cells by applying three forms of conditional formatting (data bars, color scales, and icon sets); and insert and modify SmartArt graphics.
- Check spelling; find and replace text and data; preview and print a worksheet; set page orientation and margins; create and format headers and footers; and print gridlines.

Course Outline:

Unit 1 : Excel Basics

- Spreadsheet terminology
- Exploring the Excel window
- Opening and navigating a workbook
- Closing a workbook

Unit 2 : Entering and editing data

- Creating a new Excel workbook
- Entering and editing labels and values
- Entering and editing formulas
- Saving and updating a workbook

Unit 3 : Modifying a worksheet

- Moving a copying data
- Moving and copying formulas
- Using absolute and relative references
- Inserting and deleting rows/columns

Unit 4 : Using functions

- Entering functions
- Using AutoSum
- Using AVERAGE, MIN, MAX, and COUNT

Unit 5 : Formatting worksheets

- Formatting text
- Formatting rows and columns
- Number formatting
- Conditional formatting

Unit 6 : Creating charts

- Creating a chart
- Modifying charts
- Printing charts

Unit 7 : Printing

- Preparing to print
- Page Setup options
- Printing