

Microsoft Excel – Level 1

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no.	209-16
Duration	1.00 day(s) 6:00 hours ¹
Website link	https://pmctraining.com/training/microsoft-excel-level-1/

Effective Techniques to Manage Information

Microsoft Excel is the preferred spreadsheet software for many individuals and businesses to manage their data and reporting. Yet most are only using 20% of the features of this powerful productivity tool.

In this one-day workshop, you will learn the basics of creating, modifying, formatting and printing worksheets. You will learn to use basic formulas and functions and manage large workbooks to analyze and understand data.

Learning outcomes

By the end of this workshop, you will be able to:

- Enter and edit data
- Format data, cells and sheets
- Use basic formulas and functions
- Page setup and print worksheets

Workshop topics

Creating a Basic Worksheet

- Navigate and select in Excel
- Customize the interface

Performing Calculations

- Create basic formulas
- Calculate with functions
- Copy formulas and functions

Modifying a Worksheet

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Manipulate data
- Insert and delete cells, columns, rows
- Search for data

Formatting a Worksheet

- Modifying a worksheet's appearance, fonts, borders, colours
- Column width and row height
- Apply number formats
- Cell styles

Printing Workbook Contents

- Print workbook contents
- Setting print options and page breaks

Managing Large Workbooks

- Format worksheet tabs
- Manage worksheets

Prerequisites

There are no prerequisites for this course.

Note on Versions:

This workshop is applicable to users of Microsoft 365, 2019, and 2016 versions. While some features or layouts may differ slightly between versions, the core skills and tools covered remain consistent.

Who should attend this course?

Anyone who has an interest in learning the productivity software MS Excel for analyzing and making sense of large amounts of data.