



Excel Level 1 Outline

Introduction into Excel

- Navigating Excel
- Toolbars and menus, customize quick access, mini toolbars and the ribbons
- Using templates to create spreadsheets
- Entering Numbers and Text

Formula Entry and Formatting Data

- Format text
- Format numerical data
- Perform basic mathematical calculations using formulas
- Preparing data for printing by adding headers and footers
- Controlling page layout

Using Excel Functions

- Definition of Excel functions
- Using and extending AutoSUM
- Using basic statistical functions such as Average, Count, Min and Max.
- Using more complex functions such as SumIf
- Using decision-based functions such as If, Vlookup, Hlookup

Working with Multiple Worksheets and Workbooks

- Adding and formatting additional worksheets
- Entering data on multiple worksheets simultaneously
- Using fill series to enter data
- Viewing multiple workbooks and copying data
- Linking data between workbooks

Working with Charts

- Definition of chart types
- Creating simple charts
- Basic chart formatting
- Adding labels and text annotation
- Changing chart types and orientation

Creating Pivot Tables

- Definition of Pivot Tables
- Creating basic Pivot Tables
- Formatting Pivot Table data
- Filtering Pivot Table data