

Excel Level 1

Based on SAQA's Unit Standard ID 116937, NQF Level 2, 4 Credits Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

Introduction

This course is designed for individuals who are new to Excel or who have received little formal training and are looking to enhance their productivity, skills and confidence in producing worksheets and managing workbooks. Delegates will learn how to create a worksheet, perform basic calculations, manipulate data and present and print information professionally.

Course Designed For

Individuals who are new to Excel and who want to produce worksheets and manage workbooks.

Course Objectives

- Understand the principles of spreadsheets.
- Create, open and save spreadsheets.
- Save time and produce professional looking Excel worksheets.
- Understand the terminology used in spreadsheet applications.
- Perform calculations and manipulate worksheet data.
- Enhance the appearance of your worksheets with editing and formatting.

Course Outline

Getting Started with MS Excel

- Introducing the Excel worksheet
- The Excel screen - Windows conventions

Creating Worksheets

- Navigation - moving around the worksheet
- Selecting cells in Excel
- Adding and editing different types of data
- Entering, editing and deleting information in a cell
- Inserting and deleting rows and columns

Formatting Worksheet Information

- Formatting cells - borders, shading and font attributes
- Formatting numbers
- Using automatic formatting
- Check spelling in a worksheet

Printing

- Setting up the page for printing
- Printing gridlines
- Printing options in Excel