

MICROSOFT EXCEL INTRODUCTION (LEVEL 1)	
A one-day course to introduce you to Excel and show you the basic functions of the program. Prerequisite – Introduction to Windows	
LESSON 1:	
Understand The Principles Of Spreadsheets	
Microsoft Excel Introduction	
Access Excel	
Exit Excel	
The Excel Window	
The Worksheet Window	
The Mouse	
Help	
Using Excel Help	
Formative Assessment 1:	
LESSON 2:	
Working In Microsoft Excel	
Learning Outcome 2 And 3	
Workbooks	
Create A Workbook	
Open An Existing Workbook	
Close A Workbook	
Save A Workbook	
Delete A Workbook	
Move Around A Worksheet	
Cells And Ranges	
Enter Data	
Edit Data	
Formative Assessment 2	
Formative Assessment 3:	
LESSON 3:	
Working In A Microsoft Excel Spreadsheet	
Spell Check Text	
Autocorrect	
Copy Data	
Move Data	
LESSON 4:	
Format A Worksheet	
Set Column Widths	
Insert Columns And Rows	
Delete Rows And Columns	
Formative Assessment 4	

LESSON 5:	
Enter Formula In A Spreadsheet	
Formula	
Simple Addition Of Cells	
Subtraction Of Cells	
Multiplication Of Cells	
Division Of Cells	
Calculate Percents	
Edit Formula	
Copy Formula	
Functions	
Sum	
Average	
Minimum	
Maximum	
Formative Assessment 5:	
LESSON 6:	
Format Data In A Microsoft Excel Spreadsheet	
Format Data	
Bold	
Italic	
Underline	
Font And Font Size	
Text Colour	
Align Data	
Number Format	
Lines And Borders	
Shading	
Clear A Format	
Formative Assessment 6:	
LESSON 7:	
Page Setup And Print A Spreadsheet	
Print Multiple Copies	
Views	
Normal And Page Layout View	
Zoom	
Page Layout	
Paper Size	
Margins	
Page Orientation	
Printing	
Print Preview	
Print	
Formative Assessment 6:	
FINAL EXERCISES	
APPENDIX	

