

Excel Level 1

Learning Outcomes:

- Exploring the screen, standard toolbar and ribbon tools
- Creating templates
- Customizing using editing tools
- Copying and pasting options
- Applying autofill

Topics

- Building and using spreadsheets
- Creating and using formulas
- Formatting and printing data
- Charting and graphing

Core Concepts

- ✓ *Formulas* -sum, min, max, average, autosum, cell reference, absolute reference, general calculations, and formulas between sheets
- ✓ *Formatting* - date, accounting, numbers, currency, and percentages
- ✓ *Printing* - single sheet, portion of sheet, all sheets, fit to page, page break preview, and lock headings at top of printouts on multiple sheets