

Excel Level 1 – Basic

What Can You Expect?

This foundational course will provide you with essential Excel skills to create a spreadsheet, using basic functions and formulas, format, print and save.

Duration – 2 Days

What Is Required From You?

You should be able to read and write in English. ABET or equivalent knowledge or qualification. You should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

Unit Standard Alignment

SAQA ID: 116937

NQF Level: 2

Credits: 4

US Title: Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

2 Day Course Content

Getting Started with Microsoft Excel 2016

- What are Spreadsheets?
- Start Excel
- Understand the Screen Layout
- Create a New Spreadsheet
- Save a File
- Understand and Use Save As
- Open and Close an Existing File
- Move Around the Worksheet Effectively
- Select Cell Ranges, Columns and Rows
- Enter Data into Cells
- Use Excel's Help Options
- Exit Excel

Modify Worksheet Data

- Move and Copy Data
- Insert and Delete Columns and Rows

Formatting a Worksheet

- Align Cell Data
- Change Font Size and Type
- Add Borders and Colours to Cells
- Adjust Column Width and Row Height

Basic Calculations

- Use AutoSum to Total lists of Values
- Create Basic Arithmetic Formulas

Printing Workbook Contents

- Adjust Page Setup Options
- Print Preview and Print a Spreadsheet

What Will I Take Back To Work With Me?

This course will give you the necessary skills to create a spreadsheet from scratch. Format and set up for printing, and save for future use. This foundational course will give you skills to build on and grow your confidence as your learning path develops within Excel.