

Microsoft Excel - Level I

Course Schedule

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none">• Navigate the Excel user Interface• Use Excel commands• Create and save a basic workbook• Enter cell data• Use Excel Help
Week 2	<ul style="list-style-type: none">• Create worksheet formulas• Insert Functions• Reuse formulas and functions• Modifying a Worksheet• Insert, delete, adjust cells, columns, and rows• Search for and replace data• Check the spelling in a worksheet
Week 3	<ul style="list-style-type: none">• Apply text formats• Apply number formats• Align cell contents• Apply basic conditioning formatting• Create and use templates
Week 4	<ul style="list-style-type: none">• Preview and print a workbook• Set up the page layout• Configure headers and footers

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- **Managing Workbooks and worksheets**
 - **Manage workbook and worksheet views**
 - **Manage workbook properties**
 - **Putting it all together**

Note:

Subject to Change