

## Level 1 Excel

### Getting started with Excel

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#### Basic concepts

This section covers items like:

- Knowing that Excel is a Spreadsheet application

- The basic vocabulary of Excel (Presentation, Slide, Placeholder...)

#### Working with Workbooks

This section covers items like:

- Creating a new, blank workbook

- Creating a new workbook from a template

- Opening a saved workbook

- Saving a workbook

- Closing a workbook

#### Managing your files

This section covers items like:

- Managing your files using Excel

#### Entering data in the Worksheet

This section covers items like:

- Understanding the type of data which can be input into an Excel spreadsheet

- Entering Text or Labels into a spreadsheet

- Entering Numbers or Dates into a spreadsheet

### Manipulating the information

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#### Selecting cells

This section covers items like:

- Selecting a cell or a range of cells

#### Modifying data

This section covers items like:

- Making changes to the contents of cells

Undo and redo your actions

Deleting data and use the Clear command

### **Copying, moving and Auto-Filling data**

This section covers items like:

Using cut, copy and paste to move or copy data

Using Auto Fill to fill cells with data automatically

### **Sorting data**

This section covers items like:

Sorting data within Excel

### **Adjusting rows and columns**

This section covers items like:

Adjusting the width of a column

Adjusting the height of a row

Adjusting the cell size using AutoFit

Inserting rows and columns

### **Managing Worksheets**

This section covers items like:

Renaming a worksheet

Adding, move and delete worksheets

## **Working with formulas**

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### **Creating simple formulas**

This section covers items like:

Understanding formulas within Excel

Understanding how formulas are structured

### **Using common built-in functions**

This section covers items like:

Using common built-in functions to create formulas

## Using absolute and relative addresses

This section covers items like:

Understanding what absolute and relative formulas are and apply these to formulas

## Being careful with formulas

This section covers items like:

Understanding the importance of accuracy when using formulas

Understanding the potential issues caused by errors in formulas

## Formatting a worksheet

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### Formatting cell contents

This section covers items like:

Understanding what formatting means within Excel

Changing fonts and sizes

Formatting number and decimal digits

Changing cell alignment

### Borders, shading and Styles

This section covers items like:

Applying a cell border to a range of cells

Applying colours and patterns to Excel spreadsheets

Using Excel styles to format a spreadsheet

Using the Format Painter

## Working with charts

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### Understanding charts

This section covers items like:

Understanding what a chart is within Excel

Creating a chart

Identifying the correct chart type for your data

### Changing the chart layout

This section covers items like:

Understanding the chart layout and the elements that can be modified

Modifying chart layout

## Proofing and printing

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### Spell checking

This section covers items like:

Using the spell checker within Excel

### Previewing the Worksheet

This section covers items like:

Previewing a worksheet

### Adding and removing page breaks

This section covers items like:

Adding or remove page breaks

### Customising the printout

This section covers items like:

Changing page settings

Changing margins

Changing page orientation

Adding headers and footers

Setting print properties within the sheet tab

### Printing the worksheet

This section covers items like:

Printing from Excel