Excel Level 1 Online Module

Detailed Content

Working with Spreadsheets

Open, close spreadsheets.
Create a new spreadsheet.
Save a spreadsheet
Save a spreadsheet under another
name.
Save a spreadsheet as another file
type.
Switch between open spreadsheets.

Enhancing Productivity

Set basic options
Set basic preferences
Set a default folder to open spreadsheets.
Set a default folder to save spreadsheets.
Use available Help functions
Use magnification/zoom tools
Display, hide built-in toolbars.
Restore, minimize the ribbon.

Insert, Select

Cell Elements.
Creating Lists.
Recognize good practice in creating
lists.
Insert blank row before Total row.
Ensure cells bordering list are blank.
Enter a number in a cell.
Enter a date in a cell.
Enter a text in a cell.
Select a cell.
Select a range of adjacent cells.
Select a range of non-adjacent cells.
Select the entire worksheet.

Edit, Sort

Edit cell content.
Modify existing cell content.
Use the undo command.
Use the redo command.
Use the search command for specific content in a worksheet.
Use the replace command for specific content in a worksheet.

Sort a cell range by one criterion in
ascending numeric order.
Sort a cell range by one criterion in
descending numeric order.
Sort a cell range by one criterion
ascending alphabetic order.
Sort a cell range by one criterion
descending alphabetic order.

Copy, Move, Delete

Copy the content of a cell.
Copy the content of a cell range
within a worksheet.
Copy the content of a cell range
between worksheets.
Copy the content of a cell range
between open spreadsheets.
Use the autofill tool to copy.
Use the copy handle tool to copy.
Use the autofill tool to increment
data entries.
Move the content of a cell.
Move the content of a cell range
within a worksheet.
Move the content of a cell range
between worksheets.
Move the content of a cell range
between open spreadsheets.
Delete cell contents

Rows and Columns

Select a row.
Select a range of adjacent rows.
Select a range of non-adjacent rows.
Select a column.
Select a range of adjacent columns.
Select a range of nonadjacent columns.
Insert rows.
Delete rows.

Insert columns.
Delete columns.
Modify column widths to a specified
value or to the optimal width.
Modify row heights to a specified
value or to the optimal height.
Freeze, unfreeze row and/or column
titles.

Worksheets

Switch between worksheet.
Insert a new worksheet.
Delete a worksheet.
Freeze row and/or column titles.
Unfreeze row and/or column titles.
Recognize good practice in naming
worksheets.
Use meaningful worksheet names.

Arithmetic Formulas

Recognize good practice in formula
creation.
Create formulas using cell references.
Create formulas using arithmetic
operators (addition, subtraction, multiplication, division).
Identify and understand error values
#NAME?, #DIV/0!, #REF!.
Use relative cell referencing in formulas.
Use absolute cell referencing in formulas.
Use the sum function.
Use the average function.
Use the minimum function.
Use the maximum function.
Use the count function.
Use the round function.
Use the logical function if (yielding
one of two specific values) with comparison operator: =, >,.

Formatting numbers/dates

Format cells to display numbers.
Format cells to display numbers with,
without a separator to indicate thousands.
Format cells to display a date style.
Format cells to display a currency
symbol. Format cells to display numbers as
percentages.

Contents

Change cell content font sizes.
Change cell content font types.
Apply formatting to cell content, bold, italic, underline, double underline.
Apply different colours to cell content.
Copy the formatting from a cell.
Copy the formatting from a cell range to another cell.

Alignment, Border Effects

Apply text wrapping to contents within a cell.
Apply text wrapping to contents within a cell range.
Align cell contents horizontally.
Align cell contents vertically.
Adjust cell content orientation.
Merge cells.
Centre a title in a merged cell.
Add border effects to a cell, cell range: lines, colours.

Create Charts

Create a column chart.
Create a bar chart.
Create a line chart.
Create a pie chart.
Select a chart.
Change the chart type.
Move a chart.
Resize a chart.
Delete a chart.

Setup Outputs

Change worksheet margins: top, bottom, left, right.
Change worksheet orientation: portrait, landscape. Change paper size.
Adjust page setup.
Add, edit, and delete text in headers,
footers in a worksheet.
Insert and delete page numbering information into headers, footers.
Insert and delete date, time, file name into headers, footers.
Insert and delete worksheet name into headers, footers.

Check and Print

Check and correct spreadsheet calculations and text.
Turn on, off display of gridlines for printing purposes.
Turn on, off display of row and column headings for printing purposes.
Apply automatic title row(s) printing on every page of a printed worksheet.
Preview a worksheet.
Print a selected cell range from a worksheet.
Print an entire worksheet.
Print a number of copies of a worksheet.
Print the entire spreadsheet.
Print a selected chart.