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**MICROSOFT EXCEL - LEVEL 1**

A one-day course for Excel users without formal Excel training

**Prerequisite:** Introduction to MS Office with some Excel experience

**At the end of this course you will be able to:**  
*Open, edit and format data in an Excel workbook*  
*Understand Excel terminology*  
*Use formulas and basic mathematical operators to modify data*  
*Understand Cell Ranges – Creating, editing and deleting*  
*Efficiently use Autofunctions and enter functions manually*  
*Print an Excel Worksheet*

**Module 1: Getting Started**

- Opening Microsoft Excel
- Interacting with Excel
- Columns, rows, cells, and ranges
- The ribbon/toolbar
- The quick access toolbar
- The file menu (backstage)

**Module 2: Entering and Editing Data**

- Entering and editing data
- Autofill and autocomplete
- Using formulas in Excel

**Module 3: Formatting Worksheets**

- The home ribbon
- Changing the size of rows or columns

**Module 4: Using Functions**

- What are functions?
- Using autosum

**Module 5: Modifying a Worksheet**

- Moving and copying data
- Inserting and deleting ranges

**Module 6: Printing Workbooks**

- Working with print preview
- Using page setup
- Printing options

**Bonus modules only if time allows-**

**Module 7: Absolute vs Relative Cell Referencing**

- Moving and copying formulas
- Relative cell references
- Absolute cell references

**Module 8: Working With Charts**

- Creating a chart
- Manipulating a chart
- Formatting a chart

**Quick reference: Excel shortcuts**

- Ctrl combination shortcut keys
- Function keys
- Other useful shortcut keys