

# MICROSOFT EXCEL – LEVEL 1 / INTRO (2013, 2016, 2019)

Course Code: 7119

Learn to create, format, enhance and print simple Excel spreadsheets.

This course is intended to help users get up to speed with Excel quickly. We will cover different features of the interface, the basics of formatting and editing, the basics of building formulas and functions and show users how to print.

## What You'll Learn

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will:

- Modifying a Worksheet
- Formatting a Worksheet
- Performing Calculations
- Basic Charts
- Printing Workbook Contents
- Refine the Page Layout and Apply Print Options
- Customizing the Excel Environment

## Who Needs to Attend

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel that is necessary to create and work with electronic spreadsheets.

## Prerequisites

The prerequisites for this course are an introductory course to Windows or a solid working knowledge of Windows.

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CLASSROOM LIVE

\$275 CAD

1 Day

## Classroom Live Outline

### **Getting Started with Microsoft Excel**

- Identity the Elements of Excel Interface
- Create a Basic Worksheet
- Use the Help System

### **Modifying a Worksheet**

- Manipulate Data
- Search for the Replace Data
- Spell Check a Worksheet

### **Formatting a Worksheet**

- Modify Fonts
- Add Borders and Colors to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Styles

### **Performing Calculations**

- Create Formulas in a worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

### **Visualizing Data with Charts**

- Create Charts
- Modify and Format Charts

### **Printing Workbook Contents**

- Refine the Page Layout and Apply Print Options

### **Refine the Page Layout and Apply Print Options**

- Format Worksheet Tabs
- Manage Worksheets

- Manage the View of Worksheets and Workbooks

### **Customizing the Excel Environment**

- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Advanced and Trust Center Options

### Classroom Live Labs

- Formatting Rows and Columns
- Search and Replace
- Borders and Colors
- Align Contents
- Functions
- Format Tabs
- Manage Multiple Workbooks
- Custom the Excel Environment

# MICROSOFT EXCEL – LEVEL 1 / INTRO (2013, 2016, 2019)

Course Code: 7119

VIRTUAL CLASSROOM LIVE

\$275 CAD

1 Day

## Virtual Classroom Live Outline

### **Getting Started with Microsoft Excel**

- Identity the Elements of Excel Interface
- Create a Basic Worksheet
- Use the Help System

### **Modifying a Worksheet**

- Manipulate Data
- Search for the Replace Data
- Spell Check a Worksheet

### **Formatting a Worksheet**

- Modify Fonts
- Add Borders and Colors to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Styles

### **Performing Calculations**

- Create Formulas in a worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

### **Visualizing Data with Charts**

- Create Charts
- Modify and Format Charts

### **Printing Workbook Contents**

- Refine the Page Layout and Apply Print Options

### **Refine the Page Layout and Apply Print Options**

- Format Worksheet Tabs
- Manage Worksheets

- Manage the View of Worksheets and Workbooks

### **Customizing the Excel Environment**

- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Advanced and Trust Center Options

### Virtual Classroom Live Labs

- Formatting Rows and Columns
- Search and Replace
- Borders and Colors
- Align Contents
- Functions
- Format Tabs
- Manage Multiple Workbooks
- Custom the Excel Environment

Jun 22 - 22, 2026 | 9:00 AM - 4:00 PM EDT

Jul 13 - 13, 2026 | 9:00 AM - 4:00 PM EDT

Jul 27 - 27, 2026 | 12:00 - 7:00 PM EDT

Aug 10 - 10, 2026 | 9:00 AM - 4:00 PM EDT

Sep 9 - 9, 2026 | 9:00 AM - 4:00 PM EDT

Oct 5 - 5, 2026 | 12:00 - 7:00 PM EDT

Oct 19 - 19, 2026 | 9:00 AM - 4:00 PM EDT



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PRIVATE GROUP TRAINING

1 Day

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