

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

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VIRTUAL CLASSROOM LIVE

\$275 CAD

1 Day

Virtual Classroom Live Outline

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- Create Charts
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Customizing the Excel Environment

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Virtual Classroom Live Labs

- Formatting Rows and Columns
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May 4 - 4, 2026 | 9:00 AM - 5:00 PM EDT

May 18 - 18, 2026 | 12:00 - 8:00 PM EDT

Jun 1 - 1, 2026 | 12:00 - 7:00 PM EDT

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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