

Microsoft Excel

Level 1



Open and View Files

- Start Microsoft Excel
- Open a file
- Change the size of the Open dialog box
- Maximise the Open dialog box
- Change the view within the Open dialog box
- Navigate using the scrollbars
- Navigate between sheets
- Use the Zoom tool
- Close a file
- Close Microsoft Excel

Make Changes

- Enter text in a cell
- Enter a number in a cell
- Enter a date in a cell
- Use the Arrow keys when entering data
- Use AutoComplete
- Use Pick from Drop-down List
- Edit the contents of a cell
- Use the Cancel tool within the formula bar
- Use the Enter tool within the formula bar
- Delete the contents of a cell
- Delete the contents of a range of cells
- Delete the contents of a row
- Delete a row
- Insert a row

Save and Print

- Save changes to a file
- Close a file without saving changes
- Save a file using a new name
- Print a sheet
- Print a selection
- Print to a specific printer

Create a New File

- Create a new file
- Change the width of a column
- Change the height of a row
- Change orientation to landscape

Use Basic Alignment Tools

- Apply centre alignment to a cell
- Apply centre alignment to a range of cells
- Apply centre alignment to a row
- Apply centre alignment to a column
- Apply left alignment to a cell
- Apply left alignment to a range of cells
- Apply left alignment to a row
- Apply left alignment to a column
- Apply right alignment to a cell
- Apply right alignment to a range of cells
- Apply right alignment to a row
- Apply right alignment to a column

Use Basic Formatting Tools

- Apply bold formatting
- Remove bold formatting
- Apply a fill color
- Remove a fill color
- Change the font color
- Change the font size
- Change the font
- Apply basic borders to cells
- Remove borders from cells
- Apply number formatting to cells
- Remove number formatting from cells

Work with Sheets

- Rename a sheet
- Insert a sheet
- Delete a sheet
- Move a sheet
- Change tab colour

Use the AutoSum Tool

- Use the AutoSum tool to add a list of numbers
- Change the cell range

Use the Fill Handle

- Use the Fill Handle to copy the contents of a cell
- Use the Fill Handle to copy a formula
- Use the Fill Handle to fill days of the week
- Use the Fill Handle to fill months
- Use the Fill Handle to fill dates

Fix Common Mistakes and Problems

- Use the Undo tool
- Use the Redo tool
- Right-clicking by mistake
- Click a tab on the ribbon by mistake
- Collapse the ribbon by mistake
- Use the Fill Handle to select cells
- Forgetting to click before editing a cell
- Forgetting to press the Enter key
- Double-clicking a cell by mistake
- Move a cell by mistake
- Make a column width too small
- Hide a column by mistake
- Hide a row by mistake
- Use the CTRL key by mistake