Microsoft Excel 2019 Level 1

Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts and skills needed to start being productive with Excel 2019. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

Who Should Take This Course?

This course is designed for those who want to accomplish basic workplace tasks in Excel 2019 and those who want to have a solid foundation for continuing on to become an Excel Expert. This course, and the two that come after, map to the objectives of the Microsoft Office Specialist and Expert exams for Excel 2019.

Course Objectives

- Opening and interacting with Excel
- Saving and closing workbooks
- Entering various kinds of data
- Entering formulas and functions
- Moving and copying data
- Using various reference types
- Formatting text and numbers
- Aligning text
- Applying borders and styles to cells and ranges
- About various data entry shortcuts
- Using paste options
- Inserting, deleting and hiding data in worksheets
- Creating charts
- Changing chart types
- Inserting and controlling the elements that charts contain
- Splitting and managing worksheet windows
- Setting print options
- Printing and previewing workbooks
- Creating headers and footers
- Sharing workbooks with other users
- Workbook properties
- Checking workbooks for accessibility and compatibility issues
- Using templates

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Basic computer skills including Microsoft Windows proficiency

Course Content

Getting Around
- Starting Excel
- Identifying basic features of a workbook

Workbook Basics
- Opening and moving through a workbook
- Entering simple data
- Saving and closing a workbook

Entering Data
- About different Excel data types
- Entering text and numbers

Formulas
- Identifying the elements in an Excel formula
- Worksheet design considerations
- Performing calculations by entering formulas in cells

Moving and Copying Data
- Moving data within a worksheet by cutting and pasting
- Copying data by cutting and pasting
- Moving and copying data by dragging
- How Excel handles a moved or copied formula

Reference Types
- About the limitation of relative references
- Entering absolute and mixed references in formulas

Text Formatting
- Formatting text
- Selecting multiple ranges

Number Formatting
- Applying currency and percentage formats
- Controlling decimal places
- Using the keyboard to select ranges
- Formatting and performing simple calculations on dates

Alignment
- Aligning cell content vertically and horizontally
- Wrapping text within a cell
- Merging the contents within multiple cells

Borders and Highlighting
- Applying borders to cells and ranges
- Applying highlighting, or fill colors, to cells and ranges

Styles and Themes
- Applying cell styles to cells and ranges
- Clearing formats from a selected cell or range
- Using table styles to quickly format an entire table of data
- About themes, and changing and customizing them

Data Entry Shortcuts
- Using Fill commands to copy data to adjacent cells
- Using Auto Fill to copy data or extend series
- Finding and replacing data

Paste Options
- Copying formatting using the Format Painter
- Using paste options to paste values, formatting, formulas or combinations
- Pasting links to cells and ranges

Inserting, Deleting and Hiding
- Inserting and deleting rows and columns
- Inserting and deleting ranges
- Hiding and unhiding rows and columns

Creating Charts
- Creating a simple line chart
- About the connection between a chart and its source data

Chart Types and Elements
- Creating a pie chart
- Controlling style and layout in a chart
- Creating a column chart
- Switching the plotting of rows and columns in a chart
- Controlling and formatting chart elements
- Moving a chart to its own sheet

Managing Worksheet Windows
- Splitting worksheets and freezing panes to keep headings in view
- Managing and arranging multiple windows

Printing Worksheets
- Reviewing and printing the active worksheet with current settings
- Printing an entire workbook or selected worksheets
- Controlling print set-up options, such as scale, orientation, gridlines, headings and margins
- Controlling the print area and setting print titles that appear on every page
- Creating headers and footers

Sharing Workbooks
- Saving an Excel workbook in a different format
- Sharing a workbook either as an email attachment or online by using OneDrive

Workbook Options and Properties
- Setting options in Excel for workbooks and worksheets
- Setting document properties for a workbook
- Inspecting a workbook for personal information and compatibility and accessibility issues

Templates
- Creating a workbook based on a template
- Saving a workbook as a template

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can request a Course Completion/CEU letter online.

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Microsoft Office Essentials Certificate, you must take all five required courses, and *attend 100 percent of each course. If you complete a certificate program by taking courses individually (not through a series), you can request a Certificate of Completion online.

*Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.