

# Excel Level 1 - Basic

## What Can You Expect?

This foundational course will provide you with essential Excel skills to create a spreadsheet, use basic functions and formulas, format, print and save. This course will give you skills to build on and grow your confidence as your learning path develops within Excel.

## What is required from you?

Computer Literacy skills are essential for attending this course.

## 2 Day Course Contents

### Getting Started with Microsoft Excel

- What are Spreadsheets?
- Start Excel
- Understand the Screen Layout
- Create a Spreadsheet
- Use Save and Save As
- Open and Close an Existing File
- Move Around the Worksheet Effectively
- Select Cell Ranges, Columns and Rows
- Enter Data into Cells
- Use Excel's Help Options
- Exit Excel

### Modify Worksheet Data

- Move and Copy Data
- Insert and Delete Columns and Rows
- Find and Replace
- Spelling

### Formatting a Worksheet

- Align Cell Data
- Change Font Size and Type
- Add Borders and Colours to Cells
- Adjust Column Width and Row Height

### Basic Calculations

- Use AutoSum to Total lists of Values
- Create Basic Arithmetic Formulas

### Printing Workbook Contents

- Adjust Page Setup Options
- Print Preview and Print a Spreadsheet

## Unit Standard Alignment

SAQA ID: 116937

NQF Level: 2

Credits: 4

US Title: Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets



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MICT Seta Accreditation No: ACC/2007/07/071



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