Microsoft Excel – Level One

Entering and Editing data

- Creating workbooks
- Entering and editing labels and values
- Entering and editing formulas
- Saving and updating workbooks

Modifying a Worksheet

- Moving and copying data
- Moving and copying formulas
- Using absolute references
- Inserting and deleting ranges

Using Functions

- Entering functions
- Using AutoSum
- Using AVERAGE, MIN, and MAX

Formatting Worksheets

- Formatting text
- Formatting rows and columns
- Number formatting
- Using Format Painter and AutoFormat

Creating Charts

- Chart basics
- Modifying charts
- Printing charts

List Management

- Working with lists
- Sorting and filtering lists
- Advanced filtering
- Adding subtotals to a list

Printing

- Preparing to print
- Page Setup options
- Printing worksheets

* Course content can be modified to suit your organisation

AMK TRAINING AND CONSULTING

www.amkconsulting.com.au