



THE UNIVERSITY OF
SYDNEY

Microsoft Excel Course: Level 1

*Centre for
Continuing Education*



Microsoft Excel Course: Level 1



This Microsoft Excel short course will help you improve the way you manage and present information, and take the legwork out of calculations and data manipulation. It provides the skills and knowledge necessary to create and manage workbooks, and covers topics including adding data, editing data, working with formulas, managing list data, printing and charting. It is an ideal introductory course before progressing to Microsoft Excel Course: Level 2.

Intended audience

Suitable for beginners. Assumes little or no knowledge of Microsoft Excel.



Course duration

1 session, 7 hours total



Time

9:30am – 4:30pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

You should be familiar with the basic functions of a computer operating system such as navigating the environment using a mouse and keyboard, starting applications, copying and pasting objects, formatting text, creating folders, opening files, saving files, familiarity with the accessing the Internet and use of common web browsers.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to provide new Excel users with a foundation knowledge of Excel's core features such as formulas, formatting, navigation, printing and creating charts.



Outcomes

By the end of this course, you should be able to:

- navigate your way around Excel
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- copy and paste data
- understand and use formula cell referencing
- use font formatting techniques
- align the contents of cells
- format rows and columns in a worksheet
- understand and use the number formatting features
- sort and filter list data
- print workbook data
- create effective charts.



Content

Getting to know Excel – The Excel screen, Ribbon and Toolbars

- Start Excel
- Understand the Start Screen
- Understand Excel terminology
- Understand and Navigate the Excel Workbook Screen
- Use and Customise the Quick Access Toolbar
- Understand and use the Ribbon
- Understand and use Contextual tabs
- Dialogue Box Launchers
- Live Preview
- Undo and Redo Changes
- Customise the Quick Access toolbar to store favourite buttons
- Use Shortcut menus
- Recognise mouse shapes and their functionality

Your first Workbook

- Create Your First Workbook
- Types of Data
- Enter Data
- Move Data
- Selecting Cells
- Editing Data
- Autocalculate
- Delete versus Clear
- Spellcheck
- Save Your Workbook

Working with workbooks

- Open a Workbook
- Move Between Worksheets
- Save a Workbook
- Close a Workbook



Content

Formulas

- Create Simple Formulas
- View Formulas
- Problems with Formulas
- Delete Formulas
- SUM function
- Copying Formulas
- AVERAGE, COUNT, MIN, MAX Functions
- BODMAS
- Edit Formulas

Absolute References

- Understanding Absolute References
- Types of Absolute References
- Applying Absolute References

Filling Data

- Autofill
- Flash Fill

Formatting

- Formatting Numbers
- Formatting Dates
- Formatting Text
- Cell Alignment
- Borders
- Format Painter

Manage Worksheets

- Adjust Columns and Row Sizes
- Insert and Delete Columns and Rows
- Insert Cells
- Insert Sheets
- Move and Copy Sheets
- Delete Sheets

Manage Lists, Sort and Filter

- List Guidelines
- Sort Lists
- Filter Lists
- Freeze Titles

Printing

- Print Preview
- Page Setup
- Partial Printing
- Orientation, Margins and Scaling
- Manage Larger Printouts
- Page Numbering

Charts

- Understand Charting
- Create Charts
- Resize and Move charts
- Chart Styles
- Add and Edit Chart Elements
- Keyboard shortcuts for Instant Charts

Help

- Accessing Help
- Search the Menus

Best Practice – 5 Golden Rules

- Create sheets with the future in mind
- Choose clarity over looks
- Label columns and rows
- Keep styling and formatting consistent
- Never merge cells in lists

Quick reference guide

Top 25 keyboard shortcuts

Formula Error Messages



“A fantastic tutor who knew the stuff and how to teach it effectively. The facilities were excellent and the course handouts very helpful. Highly recommended.”

Sharon Connolly

“Very organised and taught very well. This course Improved confidence and knowledge in using Excel.”

Leanne Smith



"I highly recommend taking Microsoft courses at Sydney University's CCE over your typical course at a Microsoft reseller, who has simply sent an employee through a Microsoft 'train the trainer' certification course. The Excel tutor had a background in Finance and was able to apply real world examples to what was taught. I'll be registering for the next two levels, as well as other Microsoft courses."

Marc Elkins



Delivery style

Face-to-face classes (CCE, Newtown)

These classes run in a computer lab and you do not need to bring your own device.

Online classes

You will need your own device.

Materials

Course materials are provided electronically. Teaching instructions and materials are specifically tailored to Windows PC users.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
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We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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