



## Excel 2013 Level 1 Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

### Course Objectives:

- Create, save, open, close and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel worksheets.
- Organize columns and rows to accommodate information and edit the contents of cells to organize the information in your worksheet.
- Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box.
- Format worksheets and use view features to more effectively review large worksheets.
- Use views to determine the layout of a worksheet, change the page setup, and preview/print workbooks.

*This course is for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel worksheets.*

### Course Content:

<b>Getting Started with Excel</b>	Understanding Spreadsheet Concepts Getting Started Creating and Saving Workbooks Opening and Closing Workbook
<b>Modifying Worksheets</b>	Working with Columns and Rows Working with Cell Contents
<b>Using Multiple Workbooks and Worksheets</b>	Creating and Using Formulas Creating and Using Functions Using Absolute Cell References Inserting Functions
<b>Formatting and Viewing Worksheets</b>	Formatting Worksheets Viewing Worksheets
<b>Printing Workbooks</b>	Using Workbook Views Changing the Page Setup Previewing and Printing Workbooks