



# CENTRAL PIEDMONT COMMUNITY COLLEGE

## CORPORATE & CONTINUING EDUCATION

**Course Number:** DPT8014  
**Course Name:** Microsoft Excel, Level 1  
**Course Length:** 7 Hours

*Last Revised On:* 6/30/08

### **Description:**

Students will learn how to create, save, edit, format and print spreadsheets. In addition, students will learn how to build simple formulas and insert them into spreadsheets.

### **Objectives:**

- Create a basic worksheet.
- Modify a worksheet.
- Perform calculations.
- Format a worksheet.
- Develop a workbook.
- Print the contents of a workbook.
- Customize the layout of the Excel window.

### **Content:**

1. Getting started with Excel
  - An Overview of Excel
  - Navigate in Excel
  - Select Data
  - Enter Data
  - Save a Workbook
  - Obtain Help
2. Modifying a Worksheet
  - Move and copy data between cells
  - Fill cells with a series of data
  - Edit cell data
  - Insert and delete cells, columns and rows
  - Find, replace and go to cell data
  - Spell check a worksheet
3. Performing Calculations
  - Create basic formulas
  - Calculate with functions



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- Copy formulas and functions
  - Create an absolute reference
4. Formatting a worksheet
- Change font size and type
  - Add borders and color to cells
  - Change column width and row height
  - Merge cells
  - Apply number formats
  - Create a custom number format
  - Align cell contents
  - Find and replace formats
  - Apply an AutoFormat
  - Apply styles
5. Developing a workbook
- Format worksheet tabs
  - Reposition worksheets in a workbook
  - Insert and delete worksheets
  - Copy and paste worksheets
  - Copy a workbook
6. Printing workbook contents
- Set a print title
  - Create a header and a footer
  - Set page margins
  - Change page orientation
  - Insert and remove page breaks
  - Print a range
7. Customizing a layout
- Split a worksheet
  - Arrange worksheets
  - Freeze and unfreeze rows and columns
  - Hide and unhide worksheets

### **Prerequisites:**

- Intro to the PC and Windows or equivalent experience.



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### **Method of Instruction:**

- Lecture, demonstration and hands-on use.

### **Evaluation:**

- Exam: NO
- Class participation: YES
- Demonstration of skills: YES