

## ***CT 230 - Microsoft Excel 1 (Excel1)***

### **Course Description**

Using step-by-step instructions, this seven-session course introduces the basic features of Microsoft Excel, the fully featured spreadsheet program included in Microsoft Office. The first few lessons deal with navigating around the spreadsheet, entering and editing data, and formatting for visual appeal. Upon completion of the course students should feel comfortable with using simple spreadsheets designed and created by others.

### **Prerequisite Class and Skills**

PRC Windows Fundamental (WinOs) with Advance recommendation or  
Pass an assessment which demonstrates basic computer and Windows knowledge

Beginner knowledge of Windows common operations

### **Learning Objectives**

1. Describe Excel spreadsheet basic working environment
2. Access Excel help
3. Enter, edit and move data in cells
4. Add/delete cells, rows, columns and worksheets
5. Hide and unhide columns
6. Format cells
7. Customize the printing of a worksheet
8. Simple formulas and functions
9. Autofill formulas
10. Creating a basic chart
11. Use and sort and filter data lists
12. Freeze and unfreeze panes