

SkillzSet Excel Level 1

Course Outline 8 hours

1.	Lab Requirements		
2.	Lesson 1A	Getting Started with Excel Students will be able to identify the key components of the Excel interface. Including the ribbon, formula bar, sheet tabs, zoom level, and the cell reference name box ➤ Distinguish the difference between a workbook and a worksheet. ➤ Practice adding, renaming, moving, and deleting sheets to manage multi-sheet documents. ➤ Excel Terminology	60 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
3.	Lesson 1B: Worksheet Tabs	Students will discover what a worksheet is in Excel, how to navigate between multiple worksheets, and how to organize a workbook by renaming, adding, deleting, and moving worksheets. ➤ Understanding worksheets in the Excel interface ➤ Navigating between multiple sheets in your workbook ➤ Renaming your worksheet tabs ➤ Adding and deleting worksheets ➤ Reordering and moving your worksheet tabs	45 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
4.	Lesson 1C: Cells, Rows and Columns	Students will learn to format and customize columns to enhance data readability and create a logical visual flow. How cells function as data entry in Excel and how rows organize data horizontally ➤ Cells: ➤ Rows: ➤ Columns	30 min

		SkillzSet Lab Extended Learning Lab Review Quiz	
5.	Lesson 1D: The Home Tab	The Clipboard Group ➤ Contains the icons Cut, Copy, Paste, and Format Painter to copy, move, or duplicate data and apply formatting quickly within your worksheet. The Font Group ➤ In this group you can change font styles, cell colors, borders, to enhance readability and emphasize data. Alignment Group ➤ Provides options to control the placement of text within cell, and merge cells for better layout and presentation. Number Group: ➤ This group will allow you to enhance your numbers or text with several customizable options. Styles Group ➤ This section provides predefined formatting options such as Cell Styles. Cells Group ➤ Allows you to insert, delete, and format cells, and rows Editing Group ➤ Includes tools for performing quick calculations like AutoSum to manage your data easily.	180 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
6.	Lesson 2A Excel Operators	Students will learn the mechanics and components of an Excel Formula. What is difference between a formula and a function ➤ Excel Operators	30 min
		SkillzSet Lab Extended Learning Lab	

		Review Quiz	
7.	Lesson 2B The Excel Functions	Students will learn how to create basic functions using the Sum, Autosum, and Average feature in the Excel interface ➤ Sum Function ➤ Autosum Function ➤ Average	30 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
8.	Lesson 2C More Functions	More Functions ➤ The NOW() function displays the current date and time, updating automatically whenever the worksheet recalculates. ➤ The COUNT() function counts how many numeric values are in a range, helping you quickly find out how many numbers are entered in a group of cells. ➤ The CountA function ➤ The CountBlank function	30 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
9.	Lesson 2D Basic Checkbook	Students will learn how to create a basic checkbook from scratch with formulas to track and calculate transactions.	30 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
10	Lesson 2E Printing your Worksheet	Students will learn how to print the entire workbook or just one sheet ➤ Printing your workbook	30 min
		SkillzSet Lab Extended Learning Lab Review Quiz	
11	Lesson 2F Open, Save, and retrieve your workbook	Saving and naming your workbook is a crucial step within the Excel interface. Each tab within your workbook is saved under the workbooks name you assign it.	30 min

		➤ Opening and saving your workbook ➤ The difference between the save and save as feature	
		SkillzSet Lab Extended Learning Lab Review Quiz	