



SkillzSet Series

Excel Level 1

1 day seminar

This course is taught by an experienced instructor with over 20 years teaching at college level.

Course Overview

- ✓ 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.
- ✓ Mastering Excel terminology helps learners communicate clearly and work confidently with data-driven tasks.
- ✓ Understanding how cells, rows, and columns work together is key to navigating and organizing data in Excel.
- ✓ Fonts, sizes, paragraph alignment and Conditional formatting features to enhance your worksheet.
- ✓ Understanding the structure of Excel formulas and the role of operators in calculations.
- ✓ Basic formulas and functions
- ✓ Saving and closing a workbook
- ✓ Printing your workbook

What is included in this Course

Instructor Led that also includes:

SkillzSet Labs

Detailed step-by-step instructions to successfully carry out and complete the hands-on exercises.

Extended Learning Lab

These labs reinforce previously learned lessons by providing focused, hands-on practice in a real-world environment. It allows students to revisit key concepts, apply them in realistic scenarios, and build greater confidence when using Excel.

Review

This section is a brief recap or summary of the key concepts and skills covered, used to reinforce learning.



Donna M. Parsons

Who Should Attend

- **Learn Practical Excel skills that foster confidence and strengthen computer literacy**
- **How learning basic Excel prepares you with versatile, job-ready skills for today's job market.**
- **Learning Excel will help beginners collaborate across many age groups and technology comfort language levels.**
- **Strategies for organizing household data, managing daily tasks, and tracking finances effectively.**
- **For learners seeking practical skills in list-making and data organization.**

To Register

Call us :

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