

# Which MS Excel class should I take?

The Computer Education Department wants to ensure that you don't find yourself bored or overwhelmed because you are not in the correct computer class for your skill level. Please check the following lists to make sure you enroll in the course that is just right for you.

## MS Excel level I

### For Excel level I you need to be able to:

- Log on to the computer
- Use a Mouse
- Open and close files
- Type text documents
- Basic math skills
- Copy and move files
- Save your work and find it again
- Print your work

### Topics covered in Excel level I

- Start Excel and open a document
- Entering data in Excel
- Working with tabs and ribbons
- Saving and closing documents
- Editing entries
- Selecting cells and ranges
- Working with cut, copy, and paste
- Using Auto Features
- Printing worksheets
- Working with formulas and functions
- Creating formulas
- Modifying and copying formulas
- Using the Function Wizard
- Formatting worksheets
- Formatting with themes
- Inserting Date Function
- Changing the appearance of worksheets
- Modifying columns and rows
- Changing vertical alignment and rotating text
- Using Find and Replace Command
- Using AutoCorrect
- Using Excel's Proofing Tools
- Creating Charts in Excel
- Moving and sizing Embedded Charts
- Modifying existing Charts
- Applying styles to Charts

## MS Excel level II

### For Excel level II you need to be able to:

- Start Excel and open a document
- Enter data in Excel
- Understand and write formulas
- Create a spreadsheet
- Set tab stops
- Use cut, copy and past
- Format a worksheet
- Create a chart
- Save and print your work

### Topics covered in MS Excel level II

- Working with large worksheets
- Printing multi-page worksheets/workbooks
- Set headers and footers
- Add graphics to worksheets
- Insert a picture
- Insert Clip Art
- Scale and crop an image
- Using SmartArt
- Using and customizing templates
- Protecting workbooks and worksheets
- Creating Digital Signatures
- Managing multiple-sheet workbooks
- Copying worksheets
- Naming cells and ranges
- Creating Hyperlinks
- Working with tables
- Using enhanced sorting and filter
- Using the Outline Feature
- Displaying Subtotals

## MS Excel level III

### For Excel level III you need to be able to:

- Work with large worksheets
- Use graphics
- Protect worksheet
- Work with tables
- Create folders
- Use copy and paste
- Write formulas
- Use hyperlinks
- Create templates
- Print large worksheets

### Topics covered in MS Excel level III

- Create Excel Templates
- Work with Lookup Functions
- Use custom templates
- Work with tracing formulas/ error checking
- Setting Macro Security
- Recording Macros
- Running Macros
- Creating Hyperlinks
- Using password protection
- Importing data from other sources
- Creating folders in Excel
- Track changes
- Shared workbooks
- Convert workbooks to other file formats
- Using autofilters
- Creating PivotTables
- Using advanced formatting and Analysis tools
- Working with grouped worksheets
- Consolidating worksheet data
- Use of Conditional Formatting
- Creating Trend Lines
- Inserting and viewing comments

Self-paced MOS Certification preparation classes are also available.  
Check the Schedule of Classes for details.