

## Course Content of Beginner Ms Excel

### Beginner Level:

- Introduction to Spreadsheets
- Understanding Microsoft Excel
- Excel Workbook Windows
- Basic Spreadsheet Skills
- Excel Help System
- Opening and Closing Workbooks
- Understanding Workbook File Formats
- Creating New Workbooks
- Selecting Cells
- Auto Sum and Auto Fill Function
- Cell Referencing and Request
- Formatting Cells
- Formatting Numbers
- Placing Cell Alignment
- Cell, Rows and Columns
- Understanding Worksheets
- Editing, Copying and Moving Cells
- Page Layouts in Excel
- Proofing Workbooks
- Basic Options, Ribbons and Toolbar
- Final Assessment