# Excel Level 1-2 Course



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| Section | Topic | Completed/Score (Assessment) |
| The Excel Interface | VIDEO – Starting Excel |  |
|  | INTERACTIVE – Screen Layout |  |
| VIDEO – The Excel Ribbon |  |
| VIDEO – The Quick Access Toolbar |  |
| **ASSESSMENT** | /100 |
|  |  |  |
| Managing Documents | INTERACTIVE – Creating and Opening Documents |  |
|  | VIDEO – Saving Documents |  |
| **ASSESSMENT** | /80 |
|  |  |  |
| Navigating the Worksheet | VIDEO - Navigating and Adding Data |  |
|  | VIDEO – Using Help |  |
|  | **ASSESSMENT** | /50 |
|  |  |  |
| Basic Editing | VIDEO – Selecting Data |  |
|  | VIDEO – Column Width and Row Height |  |
| VIDEO – Editing and Erasing Data |  |
| **ASSESSMENT** | /70 |
|  |  |  |
| Number and Text Formats | VIDEO - Text vs Numbers |  |
|  | INTERACTIVE – Basic Formatting and Editing |  |
| VIDEO – Number Formatting |  |
| **ASSESSMENT** | /65 |
|  |  |  |
| Copying & Moving Data | INTERACTIVE – Cut, Copy & Paste |  |
|  | VIDEO – Drag & Drop |  |
| **ASSESSMENT** | /60 |
|  |  |  |
| Basic Formulas | VIDEO – Creating and Editing Simple Formulas |  |
|  | VIDEO – Using Brackets |  |
| INTERACTIVE – AutoSum |  |
| VIDEO – Autofill |  |
| VIDEO – Function Formulas |  |
| **ASSESSMENT** | /80 |
|  |  |  |
| More on Editing | INTERACTIVE – Insert and Delete Columns and Rows |  |
|  | VIDEO – Hiding Columns and Rows |  |
| VIDEO – More on Autofill |  |
| VIDEO – Find and Replace |  |
| **ASSESSMENT** | /65 |
|  |  |  |
| More on Formatting | VIDEO – The Font Dialog Box and Mini Toolbar |  |
|  | INTERACTIVE – Format Painter |  |
| VIDEO – Conditional Formatting (Trend-Based) |  |
| VIDEO – Conditional Formatting (Editing and Deleting Rules) |  |
| INTERACTIVE – Conditional Formatting (Value-Based) |  |
| VIDEO – Conditional Formatting (Removing Duplicates) |  |
| **ASSESSMENT** | /75 |
|  |  |  |
| More Formulas | VIDEO – Absolute Cell References |  |
|  | VIDEO – Dates in Formulas |  |
| VIDEO – Date Functions |  |
| INTERACTIVE – Creating Range Names |  |
| **ASSESSMENT** | /90 |
|  |  |  |
| Printing and Views | VIDEO – Simple Print Settings |  |
|  | VIDEO – Detailed Printing and Views |  |
| INTERACTIVE – Print Titles and Page Breaks |  |
| **ASSESSMENT** | /70 |
|  |  |  |
| Tables | VIDEO – Lists to Tables |  |
|  | VIDEO – Editing Tables |  |
| INTERACTIVE – Sorting Data in Tables |  |
| VIDEO – Filtering Data in Tables |  |
| INTERACTIVE - Slicers |  |
| VIDEO – Searching and Removing Duplicates |  |
| **ASSESSMENT** | /75 |
|  |  |  |
| Charts | INTERACTIVE – Chart Elements |  |
|  | VIDEO – Creating a Basic Chart |  |
| VIDEO – Chart Sheets vs Chart Objects |  |
| VIDEO – Editing and Formatting Charts |  |
| INTERACTIVE – More on Formatting Charts |  |
| VIDEO - Annotating Charts |  |
| VIDEO – Quick Analysis |  |
| **ASSESSMENT** | /100 |
|  |  |  |
| Cell Comments | VIDEO – Creating Comments |  |
|  | VIDEO – More on Comments |  |
|  | A close up of a sign  Description automatically generatedASSESSMENT | /100 |
|  |  |  |
| Multiple Worksheets | Video – Working with Multiple Sheets |  |
|  | Video - Linking Multiple Sheets |  |
|  | [There is no assessment with this topic] |  |
|  |  |  |
| A picture containing text, object  Description automatically generatedConditional Functions | Video - Conditional Function Basics |  |
|  | Video – IF Functions |  |
|  | Video – COUNTIF and SUMIF |  |
|  | [There is no assessment with this topic] |  |
|  |  |  |
| What next? | Watch the introductory video for our PivotTables course. |  |