



computer training options

## **Microsoft Excel for Mac 2011** **Level 1**

### **Getting Started with Excel**

Identify the Elements of the Excel Interface  
Navigate and Select Cells in Worksheets  
Customize the Excel Interface  
Create a Basic Worksheet

### **Performing Calculations in an Excel Worksheet**

Create Formulas in a Worksheet  
Insert Functions in a Worksheet  
Reuse Formulas

### **Modifying a Worksheet**

Edit Worksheet Data  
Find and Replace Data  
Manipulate Worksheet Elements

### **Modifying the Appearance of a Worksheet**

Apply Font Properties  
Add Borders and Colors to Cells  
Align Content in a Cell  
Apply Number Formatting  
Apply Cell Styles

### **Managing an Excel Workbook**

Manage Worksheets  
View Worksheets and Workbooks

### **Printing Excel Workbooks**

Define the Page Layout  
Print a Workbook

## **Computer Training Options**

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