Program Name	Excel
Level	I
Pre-Requisite(s)	N/A
Recommended WEI Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	This program will focus on building your skills in Microsoft Excel by exploring its features so you spend less time going blind with spreadsheets and more time growing your business. Participants should have a working knowledge of a computer but previous Excel experience is not necessary.

Learning Outcomes:
- Explore the screen, standard toolbar and ribbon tools
- Create templates
- Demonstrate how to use various formulas
- Customize spreadsheets using editing tools
- Apply copying and pasting options
- Apply autofill when working with spreadsheets
- Format and print data
- Demonstrate how to create charts and graphs

Standard Topics:
- Building and using spreadsheets
- Templates
- Formulas
- Customizing spreadsheets
- Copying and pasting
- Autofill
- Formatting and printing data
- Charts and graphs

Mandatory Core Concepts:
- *Formulas -* sum, min, max, average, autosum, cell reference, absolute reference, general calculations, and formulas between sheets
- *Formatting -* date, accounting, numbers, currency, and percentages
- *Printing -* single sheet, portion of sheet, all sheets, fit to page, page break preview, and lock headings at top of printouts on multiple sheets