

# Microsoft Office Excel 2016 Level 1 - Checklist



<i>Outcomes Achieved</i>	<i>X</i>
<b>Lesson 1: Getting Started with Excel: Page 2 - 28</b>	
Identify The Elements of the Excel Interface	
Navigate and select Cells in Worksheets	
Customize the Excel Interface	
Create a Basic Worksheet	
<b>Lesson 2: Performing Calculations in an Excel Worksheet: Page 36 - 53</b>	
Create Formulas in a Worksheet	
Insert Functions in a Worksheet	
Reuse Formulas	
<b>Lesson 3: Modifying an Excel Worksheet: Page 64 - 81</b>	
Edit Worksheet Data	
Find and Replace Data	
Manipulate Worksheet Elements	

<i>Outcomes Achieved</i>	<i>X</i>
<b>Lesson 4: Modifying the Appearance on a Worksheet Page: 90 - 112</b>	
Apply Font Properties	
Add Borders and Colours to Cells	
Align content in a Cell	
Apply Number Formatting	
Apply Cell Styles	
<b>Lesson 5: Managing an Excel Workbook: Page 120 - 131</b>	
Manage Worksheets	
View Worksheets and Workbooks	
<b>Lesson 6: Printing Excel Workbooks: Page 142 - 157</b>	
Define the Page Layout	
Print a Workbook	
<b>Final Assessment</b>	

<b>Student Name and Surname:</b>
<b>Identity Number:</b>
<b>Date:</b>

<b>Signed:</b>
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