




## Level 1: Excel White Belt

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A Level 1 Excel White Belt is awarded to individuals that have completed all tasks indicating basic proficiency in Microsoft Excel as determined by the McGraw-Hill SIMnet platform.

Skills listed within this credential are provided as an example of the minimum knowledge base expected to be completed within the course.

Skills / Knowledge

Navigating a Workbook    Entering and Editing Text and Numbers in Cells    Applying Number Formats    Inserting Data Using AutoFill    Using Functions in Formulas  
 Using AutoSum to Insert a SUM Function    Changing the Zoom Level    Arranging Workbooks    Checking Spelling    Previewing and Printing a Worksheet  
 Cutting, Copying, and Pasting Cell Content    Using Paste Options    Wrapping Text in Cells    Aligning Cells    Merging Cells and Splitting Merged Cells  
 Applying Bold, Italic, and Underline    Changing Fonts, Font Size, and Font Color    Adding Borders    Applying Cell Styles    Using Format Painter  
 Clearing Cell Content    Setting and Clearing the Print Area    Inserting Worksheets    Naming Worksheets    Changing the Color of Sheet Tabs  
 Moving and Copying Worksheets    Deleting Worksheets    Inserting and Deleting Rows and Columns    Applying Themes    Modifying Column Widths and Row Heights  
 Freezing and Unfreezing Rows and Columns    Hiding and Unhiding Rows and Columns    Splitting Workbooks    Changing the Worksheet View  
 Adding Headers and Footers    Inserting Page Breaks    Showing and Hiding Worksheet Elements    Setting Up Margins for Printing    Scaling Worksheets for Printing  
 Printing Titles    Printing Selections, Worksheets, and Workbooks    Entering Simple Formulas    Understanding Absolute and Relative References    Calculating Averages  
 Finding Minimum and Maximum Values    Using Date and Time Functions    Creating Formulas Using Counting Functions  
 Creating Formulas Referencing Data from Other Worksheets    Naming Ranges of Cells    Using the Logical Function IF    Calculating Loan Payments Using the PMT Function  
 Finding Data Using the VLOOKUP Function    Checking Formulas for Errors    Finding Errors Using Trace Precedents and Trace Dependents    Displaying and Printing Formulas  
 Using the Recommended Charts Feature    Inserting a Column Chart or a Bar Chart    Inserting a Pie Chart    Resizing and Moving Charts  
 Showing and Hiding Chart Elements    Applying Quick Styles and Colors to Charts    Changing the Chart Type    Filtering Chart Data    Inserting Sparklines  
 Applying Conditional Formatting Using the Quick Analysis Tool    Applying Conditional Formatting with Data Bars, Color Scales, and Icon Sets  
 Applying Conditional Formatting with Highlight Cells Rules    Applying Conditional Formatting with Top/Bottom Rules    Removing Conditional Formatting  
 Converting Data into Tables    Applying Quick Styles to Tables    Adding Total Rows to Tables    Removing Duplicate Rows from Tables    Sorting Data    Filtering Data  
 Filtering Table Data with Slicers    Converting Tables to Ranges    Creating PivotTables Using Recommended PivotTables    Creating a PivotChart from a PivotTable

**ISSUED ON**

January 20, 2025

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Does not expire

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