

Microsoft Excel 2007 Level 1

Overview

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft Office Excel 2007 to manage, edit, and print data.

Prerequisites

- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

Delegates will learn how to

- explore the Excel 2007 environment and create a basic worksheet
- perform calculations
- modify a worksheet
- format a worksheet
- print workbook contents
- manage large workbooks

Course Outline.

Lesson 1: Creating a Basic Worksheet

- Topic 1A: Explore the User Interface and the Ribbon
- Topic 1B: Navigate and Select in Excel
- Topic 1C: Obtain Help
- Topic 1D: Enter Data and Save a Workbook
- Topic 1E: Customize the Quick Access Toolbar

Lesson 2: Performing Calculations

- Topic 2A: Create Basic Formulas
- Topic 2B: Calculate with Functions
- Topic 2C: Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

- Topic 3A: Manipulate Data
- Topic 3B: Insert and Delete Cells, Columns, and Rows
- Topic 3C: Search for Data in a Worksheet
- Topic 3D: Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Topic 4A: Modify Fonts
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Change Column Width and Row Height
- Topic 4D: Apply Number Formats
- Topic 4E: Position Cell Contents
- Topic 4F: Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Topic 5A: Print Workbook Contents Using Default Print Options
- Topic 5B: Set Print Options
- Topic 5C: Set Page Breaks

Lesson 6: Managing Large Workbooks

- Topic 6A: Format Worksheet Tabs
- Topic 6B: Manage Worksheets in a Workbook
- Topic 6C: Manage the View of Large Worksheets