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Excel 2007 - Level 1

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks. (Second Edition)

Who Should Attend:

This course is designed for people preparing for certification as a Microsoft Certified Application Specialist in Excel, who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

At Course Completion:

Upon successful completion of this course, students will be able to: - Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet. - Perform calculations. - Modify a worksheet. - Format a worksheet. - Print workbook contents. - Manage large workbooks.

Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1

Outline:

Lesson 1: Creating a Basic Worksheet

- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help
- Enter Data and Save a Workbook
- Customize the Quick Access Toolbar

Lesson 2: Performing Calculations

- Create Basic Formulas



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Calculate with Functions
Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

Manipulate Data
Insert and Delete Cells, Columns, and Rows
Search for Data in a Worksheet
Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

Modify Fonts
Add Borders and Color to Cells
Change Column Width and Row Height
Apply Number Formats
Position Cell Contents
Apply Cell Styles

Lesson 5: Printing Workbook Contents

Print Workbook Contents Using Default Print Options
Set Print Options
Set Page Breaks

Lesson 6: Managing Large Workbooks

Format Worksheet Tabs
Manage Worksheets in a Workbook
Manage the View of Large Worksheets