

Excel 2007 Level 1

Profile

Course Objective: You will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

This course is designed for people preparing for certification as a Microsoft Office 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.

Course Content:

Lesson 1: Exploring the Excel Environment

Topic 1A: Explore the User Interface

Topic 1B: Explore the Ribbon

Topic 1C: Obtain Help

Topic 1D: Customise the Quick Access Toolbar

Lesson 2: Working with an Excel Worksheet

Topic 2A: Navigate in Excel

Topic 2B: Select and Enter Data

Topic 2C: Save a Workbook

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: Performing Calculations

Topic 4A: Create Basic Formulas

Topic 4B: Calculate with Functions

Topic 4C: Copy Formulas and Functions

Topic 4D: Create a Mixed Reference

Lesson 5: Formatting a Worksheet

Topic 5A: Convert Text to Columns

Topic 5B: Modify Fonts

Topic 5C: Add Borders and Color to Cells

Topic 5D: Change Column Width and Row Height
Topic 5E: Merge Cells
Topic 5F: Apply Number Formats
Topic 5G: Align Cell Contents
Topic 5H: Find and Replace Formats
Topic 5I: Apply AutoFormat
Topic 5J: Apply Cell Styles
Topic 5K: Apply Themes

Lesson 6: Developing a Workbook

Topic 6A: Format Worksheet Tabs
Topic 6B: Reposition Worksheets in a Workbook
Topic 6C: Insert and Delete Worksheets
Topic 6D: Copy and Paste Worksheets

Lesson 7: Printing Workbook Contents

Topic 7A: Set Print Titles
Topic 7B: Create a Header and a Footer
Topic 7C: Set Page Margins
Topic 7D: Change Page Orientation
Topic 7E: Set Page Breaks
Topic 7F: Print a Range

Lesson 8: Customising Layout

Topic 8A: Split a Worksheet
Topic 8B: Arrange Windows
Topic 8C: Freeze and Unfreeze Rows and Columns
Topic 8D: Hide and Unhide Worksheets

Prerequisites

To effectively understand this course, we recommend that you take a Microsoft Office Windows XP Introduction course or have equivalent knowledge.

Skills

Upon successful completion of this course, students will be able to:

- explore the Excel 2007 environment.
- work with an Excel worksheet by entering and selecting the data in it. You will also save the data in the worksheet.

- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print workbook contents
- customise the layout of the Excel application window.