

Microsoft® Office Excel® 2007: Level 1

Course Specifications

Course length: 1.0 day(s)

Course Description

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.

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

Prerequisites: To effectively understand this course, we recommend that you take the Microsoft Office Windows XP Introduction course offered by Element K or have equivalent knowledge.

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

Are you a pencil pusher trapped in a computer?

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