

Excel 2007 - Level 1

Duration: 1 day

Overview:

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

Target Audience:

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.

Module 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

Module 2: Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions

Module 3: Modifying a Worksheet

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

Module 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

Module 5: Printing Workbook Contents

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

Module 6: Managing Large Workbooks

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