

Excel 2007: Basic

1 Day

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.

Target Student:

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.

Prerequisites

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

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Objectives

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.
- ✓ customize the layout of the Excel application window.

Outline

Unit 1: Getting started

- Topic A: Spreadsheet terminology
- Topic B: Exploring the Excel window
- Topic C: Getting help
- Topic D: Navigating workbooks

Unit 2: Entering and editing data

- Topic A: Entering and editing text and values
- Topic B: Entering and editing formulas
- Topic C: Working with pictures
- Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Absolute and relative references
- Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Using functions

- Topic A: Entering functions
- Topic B: AutoSum
- Topic C: Other useful functions

Unit 5: Formatting worksheets

- Topic A: Formatting text
- Topic B: Formatting rows and columns
- Topic C: Formatting numbers
- Topic D: Conditional formatting
- Topic E: Copying formats and applying table formats

Unit 6: Printing

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets

Unit 7: Creating charts

- Topic A: Chart basics
- Topic B: Modifying charts
- Topic C: Printing charts

Unit 8: Managing large workbooks

- Topic A: Viewing large worksheets
- Topic B: Printing large worksheets
- Topic C: Using multiple worksheets