Microsoft® Office Excel 2007: Level 1

Training Course Content

Course Objective: Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts. Contact us to discuss if this level is right for you.

What's New in 2007: If you're new to Microsoft Office 2007, there are some big changes to the look, feel, and operation of Microsoft Excel. Learn about the new Ribbon menu, which makes things easier to find and more logical than before. Explore the new graphics options available with SmartArt, a tool that creates organizational charts, lists, or process flow diagrams. Explore the view options, including the new Layout View.

Lesson 1: Creating a Worksheet

Topic 1A: Explore the User Interface
Topic 1B: Update a Workbook's Properties
Topic 1C: Navigate and Select Data in Excel
Topic 1D: Enter Data and Save a Workbook
Topic 1E: Customize the Quick Access Toolbar
Topic 1F: Obtain Help
Topic 1G: Use Microsoft Office Templates

Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas
Topic 2B: Calculate with Functions
Topic 2C: Copy Formulas and Functions
Topic 2D: AutoFill Options and Series List
Topic 2E: Apply Absolute Referencing

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data
Topic 3B: Insert Cells, Columns, and Rows
Topic 3C: Delete Cells, Columns, and Rows
Topic 3D: Find and Replace Data
Topic 3E: Manipulate Worksheet Elements

Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts
Topic 4B: Add Borders, Color, and Cell Styles
Topic 4C: Change Column Width and Height
Topic 4D: Apply Number Formats
Topic 4E: Position Cell Contents

Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents
Topic 5B: Set Page Layout and Print Options
Topic 5C: Set Page Breaks

Lesson 6: Managing Worksheets and Workbooks

Topic 6A: Format Worksheet Tabs
Topic 6B: Manage a Workbook
Topic 6C: Manage the View of Worksheets

Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Graphics
Topic 7B: Illustrate Workflow Using SmartArt
Topic 7C: Layer and Group Graphic Objects