

Excel 2007 Introduction

(1 day course)



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.

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

Target Student: This course is designed for people, 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.

Performance-Based Objectives

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.

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Course Content

Lesson 1: Creating a Basic Worksheet

- Topic 1A: Explore the User Interface and the Ribbon
- Topic 1B: Navigate and Select in Excel
- Topic 1C: Obtain Help
- Topic 1D: Enter Data and Save a Workbook
- Topic 1E: Customize the Quick Access Toolbar

Lesson 2: Performing Calculations

- Topic 2A: Create Basic Formulas
 - 1: Formula Elements
 - 2: Order of Operations
- Topic 2B: Calculate with Functions
 - 1: Sum
 - 2: Average
 - 3: Min
 - 4: Max
 - 5: Count
 - 6: Counta
- Topic 2C: Copy Formulas and Functions
 - 1: Relative Cell References
 - 2: Absolute Cell References
 - 3: Mixed References

Lesson 3: Modifying a Worksheet

- Topic 3A: Manipulate Data
 - 1: Auto Fill
 - 2: Clear Cells
- Topic 3B: Insert and Delete Cells, Columns, and Rows
- Topic 3C: Search for Data in a Worksheet
 - 1: Find
 - 2: Replace
- Topic 3D: Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Topic 4A: Modify Fonts
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Manipulating Columns and Rows
 - 1: Changing the Column Width and Row Height
 - 2: Transpose Option
 - 3: Hide and Unhide Columns and Rows
- Topic 4D: Apply Number Formats
- Topic 4E: Position Cell Contents
 - 1: Alignments
 - 2: Merge Cells
 - 3: Wrap Text in Cells
- Topic 4F: Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Topic 5A: Print Workbook Contents Using Default Print Options
- Topic 5B: Set Print Options
- Topic 5C: Set Page Breaks
- Topic 5D: Headers and Footers

Lesson 6: Managing Large Workbooks

- Topic 6A: Format Worksheet Tabs
 - 1: Rename Tabs
 - 2: Change the Color of Tabs
- Topic 6B: Manage Worksheets in a Workbook
 - 1: Reposition Worksheets
 - 2: Insert and Delete Worksheets
 - 3: Hide and Unhide Worksheets
- Topic 6C: Manage the View of Large Worksheets
 - 1: Split a Worksheet
 - 2: Freeze Panes