

Excel® 2007: Introduction

Course length: 1 day

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.

Target Student: 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.

Prerequisites: Windows

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.

Course Content

Lesson 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

Lesson 2: Performing Calculations

Create Basic Formulas
Calculate with Functions
Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

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

Lesson 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

Lesson 5: Printing Workbook Contents

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

Lesson 6: Managing Large Workbooks

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

If you have any questions about this course, please call CompuTrain at (713) 349-9186.