

Microsoft® Office Excel 2007 Level 1

Course Description:

This course is designed for people who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets. Class will cover techniques used to navigate the Ribbon, performing calculations, modifying and formatting worksheets, printing, and managing large workbooks.

Course Objective:

Participants will create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

Performance-Based Objectives

Upon successful completion of this course, participants 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

Recommended Prerequisites

Participants should be familiar with using personal computers and have used a mouse and keyboard. Participants should also be comfortable in the Windows environment and be able to use Windows to manage information on your computer.

Specifically:

- Ability to launch and close programs
- Navigate to information stored on the computer
- Manage files and folders
- Have completed a Windows instruction course or have equivalent knowledge

Course Duration: 7 hours

Course Cap: 14 participants

Course Content

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

Performing Calculations

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

Modifying a Worksheet

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

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

Printing Workbook Contents

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

Managing Large Workbooks

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

**All course information has been obtained directly from the Element K website at www.elementk.com