

Course:**Microsoft[®] Office Excel[®] 2007: Level 1 (Second Edition)**

Course Specifications

Course number: 084890

Duration: 1.0 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.

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: Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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

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

Topic 2B: Calculate with Functions

Topic 2C: Copy Formulas and Functions

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data

Topic 3B: Insert and Delete Cells, Columns, and Rows

Topic 3C: Search for Data in a Worksheet

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: Change Column Width and Row Height

Topic 4D: Apply Number Formats

Topic 4E: Position Cell Contents

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

Lesson 6: Managing Large Workbooks

Topic 6A: Format Worksheet Tabs

Topic 6B: Manage Worksheets in a Workbook

Topic 6C: Manage the View of Large Worksheets