

Microsoft® Office Excel® 2007 Level 1 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

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 data to an electronic format. This course is the first in a series of three Microsoft Office Excel 2007 1-day training courses.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Explore the Excel 2007 environment and create an essential worksheet.
- ✓ Perform calculations.
- ✓ Modify a worksheet.
- ✓ Format a worksheet.
- ✓ Print workbook contents.
- ✓ Manage large workbooks.

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