



Excel 2007 Basic-Level 1

Excel 2007 Basic teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (70-602). For comprehensive certification training, students should complete Excel 2007: Basic, Intermediate, and Advanced.

Course Length

1 day

Prerequisites

Windows XP: Basic or Windows Vista: Basic or equivalent experience

Topics

Unit 1: Getting started

Topic A: Spreadsheet terminology

Topic B: Exploring the Excel window

Topic C: Getting help

Topic D: Navigating workbooks

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Working with pictures

Topic D: Saving and updating workbooks



Unit 3: Modifying a worksheet

- Topic A:** Moving and copying data
- Topic B:** Moving and copying formulas
- Topic C:** Absolute and relative references
- Topic D:** Inserting and deleting ranges, rows, and columns

Unit 4: Using functions

- Topic A:** Entering functions
- Topic B:** AutoSum
- Topic C:** Other useful functions

Unit 5: Formatting worksheets

- Topic A:** Formatting text
- Topic B:** Formatting rows and columns
- Topic C:** Formatting numbers
- Topic D:** Conditional formatting
- Topic E:** Copying formats and applying table formats

Unit 6: Printing

- Topic A:** Preparing to print
- Topic B:** Page Setup options
- Topic C:** Printing worksheets

Unit 7: Creating charts

- Topic A:** Chart basics
- Topic B:** Modifying charts
- Topic C:** Printing charts

Unit 8: Managing large workbooks

- Topic A:** Viewing large worksheets
- Topic B:** Printing large worksheets
- Topic C:** Using multiple worksheets