

Excel 2007 - Basic	
Overview	Students will learn the basic concepts and skills necessary to begin using Excel 2007.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge. No prior experience with Excel 2007 is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, use the Help feature, and navigate worksheets. • Enter and edit text, values, formulas, insert pictures in a worksheet, use AutoFill, and save and update a workbook. • Move and copy data, work with relative and absolute references. • Use the SUM function, the AutoSum button, and the functions AVERAGE, MIN, MAX, COUNT, and COUNTA. • Format text, numbers, rows, and columns in a worksheet, use conditional formatting, copy formats. • Preview and control Page Setup options for a worksheet, check spelling, find and replace data, print a worksheet. • Manage large worksheets and multiple worksheets.

Topics covered in the comprehensive manual

Getting started

Spreadsheet terminology
Exploring the Excel window
Getting help
Navigating workbooks

Entering and editing data

Entering and editing text and values
Entering and editing formulas
Working with pictures
Saving and updating workbooks

Modifying a worksheet

Moving and copying data
Moving and copying formulas
Absolute and relative references
Inserting and deleting ranges

Using functions

Entering functions
AutoSum
Other useful functions

Formatting worksheets

Formatting text
Formatting rows and columns
Formatting numbers
Conditional formatting
Copying formats and applying table format

Printing

Preparing to print
Page Setup options
Printing worksheets

Creating charts

Chart basics
Modifying charts
Printing charts

Managing large workbooks

Viewing large worksheets
Printing large worksheets
Using multiple worksheets