

## Microsoft Excel 2007 Module 1

### General Description

The student will learn how to create solid and accurate workbooks using data and formulas entered from the keyboard. The student will also learn how to format the data into attractive reports, how to print the data and the reports, and how to chart the data for visual presentations.

### Learning Outcomes

At the completion of **Microsoft Excel 2007 Module 1** you should be able to:

- work within the basic Excel environment
- create a new workbook
- open and navigate within workbooks and worksheets
- make changes to data in a workbook
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- use the fill operations available to fill a data series
- move the contents of cells and ranges within and between workbooks
- understand, create and work with formulas and functions
- understand and use formula cell referencing to create more complex formulas
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- understand and use the number formatting features in Excel
- apply borders to cells and ranges
- use a range of find and replace techniques
- print your workbook data and apply a variety of page setup techniques
- sort data in a list in a worksheet
- create effective charts in Microsoft Excel

### Target Audience

**Microsoft Excel 2007 Module 1** is designed for the complete Excel novice user who would like to learn to use a spreadsheet application. It takes the learner to a point where they can comfortably create, edit, print and chart data and formulas in workbooks.

### Prerequisites

**Microsoft Excel 2007 Module 1** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Pages & Duration\*

252 pages (approximate duration: 12 - 16 hrs)

### Course Disk

Many of the topics in **Microsoft Excel 2007 Module 1** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF720**.

### Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.

### Companion Publications

There is a comprehensive **Trainer Resource CD** available for this publication. The CD contains challenge exercises and solutions, a test bank, a full Trainer's Handbook, relevant surveys and questionnaires, lesson plans, and more. Information about the CD and other relevant publications can be found on our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com) or by contacting us on (03) 9851 4000 EST.

\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, March 18, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



# Microsoft Excel 2007

## Module 1

### Contents

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#### Getting To Know Excel

- Starting Excel
- The Excel Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
- Using Shortcut Menus
- Launching Dialog Boxes
- Customising The Quick Access Toolbar
- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
- Exiting Safely From Excel

#### Creating A New Workbook

- Using The Blank Workbook Template
- Typing Text Into A Worksheet
- The Save As Dialog Box
- Saving A New Workbook
- Typing Numbers Into A Worksheet
- Typing Simple Formulas In A Worksheet
- Easy Formulas
- Typing Dates In A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making And Saving Changes
- Printing A Worksheet
- Safely Closing A Workbook

#### Working With Workbooks

- Opening An Existing Workbook
- Moving About A Worksheet
- Moving About A Workbook
- Going To A Specific Location
- The Open Dialog Box

#### Editing In A Workbook

- Understanding Data Editing
- Overwriting Cells Contents
- Editing Longer Cell Entries
- Editing Formulas
- Editing Functions
- Clearing A Cell
- Deleting In A Worksheet
- Undoing And Redoing Operations

#### Selecting Ranges

- Selecting Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating An Input Range

#### Copying Excel Data

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Copying Relative Formulas
- Copying To A Non-Contiguous Range
- Copying To Another Worksheet
- Copying To Another Workbook

#### Filling Data

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Fill List
- Modifying A Custom Fill List
- Deleting A Custom Fill List

#### Moving Data

- Understanding Moving In Excel
- Moving Cells And Ranges
- Moving Data To Other Worksheets
- Moving Data To Other Workbooks

#### Formulas And Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function To Add
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- More Complex Formulas
- What If Formulas

#### Formula Referencing

- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References

#### Font Formatting

- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold and Italic
- Underlining Text
- Font and Background Colours
- Changing Background Colours
- Using The Format Painter
- Applying Strikethrough, Subscripting and Superscripting

#### Cell Alignment

- Understanding Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Aligning Top
- Aligning Bottom
- Aligning To The Middle
- Rotating Text
- Indenting Cells
- Wrapping And Merging Text
- Merging And Centring
- Merging Cells
- Unmerging Cells

#### Row And Column Formatting

- Approximating Column Widths
- Setting Precise Column Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Hiding Rows And Columns
- Unhiding Rows And Columns

#### Number Formatting

- Understanding Number Formatting
- Applying General Formatting
- Formatting As Currency
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals

#### Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Option
- Using The More Borders Option

#### Working With A Worksheet

- Understanding Worksheets
- Changing Worksheet Views
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing The Gridlines
- Viewing The Ruler
- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Switching Between Worksheets

Your supplier is:

**Product Information**



### **Finding And Replacing**

- Understanding Find And Replace Operations
- Finding Text
- Finding Cell References In Formulas
- Replacing Values
- Using Replace To Change Formulas
- Replacing Within A Range
- Finding Formats
- Finding Constants Using Go To Special
- Finding Formulas Using Go To Special
- Finding The Current Region
- Finding The Last Cell

### **Printing**

- Understanding Printing
- Previewing Before You Print
- Performing A Quick Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Dialog Box

### **Page Setup**

- Understanding Page Layout
- Using Built In Margins
- Setting Custom Margins
- Changing Margins By Dragging
- Centring On A Page
- Changing Orientation
- Specifying The Paper Size
- Setting The Print Area
- Clearing The Print Area
- Inserting Page Breaks
- Using Page Break Preview
- Removing Page Breaks
- Setting A Background
- Clearing The Background
- Settings Rows As Repeating Print Titles
- Clearing Print Titles
- Printing Gridlines
- Printing Headings
- Scaling To A Percentage
- Fit To A Specific Number Of Pages
- Strategies For Printing Larger Worksheets

### **Sorting Data**

- Understanding Sorting
- Performing An Alphabetical Sort
- Sorting On More Than One Column
- Sorting By Rows
- Sorting Numbered Lists

### **Creating Charts**

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

### **Concluding Remarks**

Your supplier is:

**Product Information**

## Trainer Resource CD Microsoft Excel 2007 - Module 1

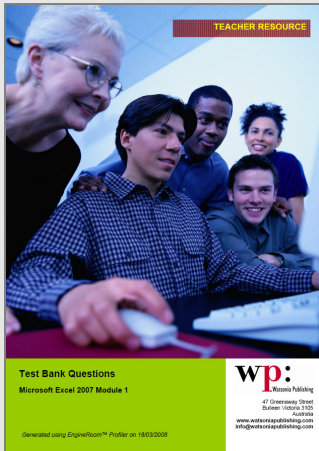
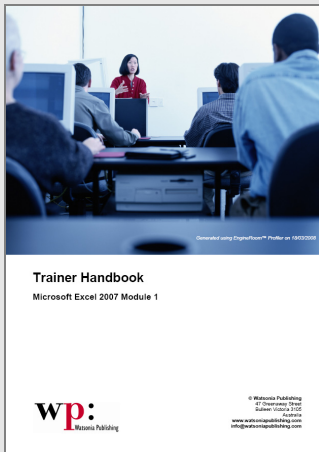
### General Description

A **Trainer Resource CD** is available for *Microsoft Excel 2007 – Module 1*. The CD and the resources it contains are specifically designed to assist teachers and trainers in the design and implementation of highly effective training programs for their students based on the publication *Microsoft Excel 2007 – Module 1*

### Contents

The **Trainer Resource CD** for *Microsoft Excel 2007 Module 1* contains:

- A comprehensive *Trainer Handbook*  
The *Trainer Handbook* provides helpful hints and tips for delivery of the training program organised on a chapter by chapter basis. It lists chapter outcomes, topics, and student files together with a nominal duration.
- End-of-chapter *Challenge Exercises*  
End-of-chapter *Challenge Exercises* are designed to test the learner's knowledge, skills, and understanding in a friendly, non-threatening manner. In addition to the exercises the CD also contains finished samples of each file to be completed by students and a solutions file which details what the learner should have done to complete the exercise correctly. These are great tools for trainers wishing to conduct more formal assessments of their students.
- True/False, Multiple Choice, Written Response *Test Bank*  
The *Test Bank* contains over 580 test questions which can be used by trainers to construct test papers for administration to students. The test banks include both questions for the students, and answers for the trainers.
- *Surveys and Questionnaires*  
A range of surveys and questionnaires can be found on the CD for both students and trainers to complete. These include a *Current Competency Form*, *Pre-Course Questionnaire (Student and Trainer)*, *Post-Course Skills Checklist (Student and Trainer)* and a *Training Needs Analysis (Student and Trainer)*. All surveys are in Microsoft Word format for easy adaptation if required.
- *Lesson Plans*  
Two different *lesson plans* together with teaching notes are included on the CD. One lesson plan is designed for a 2-day program, while the second is designed for a 6-session evening training program. All plans are in Microsoft Word format for easy adaptation if required.
- *Synopsis Booklet and Course Outline*  
Detailed course outlines and a *Synopsis Booklet* which details content covered and outcomes on a chapter bases for prospective students are provided again for easy adaptation and customisation in Microsoft Word format.
- *Student Files*  
All of the files required by the student to undertake the course are included on the CD to facilitate easy transfer to networks or onto student disks. Having the files on CD saves you the hassle of downloading the files especially in areas where bandwidth is low to moderate.



### Ordering

For more information on ordering the *Trainer Resource CD* please contact one of our customer service representatives on (03) 9851 4000 or email us on [info@watsoniapublishing.com](mailto:info@watsoniapublishing.com).

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## Publication Overview and Options

### Microsoft Excel 2007 - Module 1

<b>The Excel 2007 Range</b>	<p>Microsoft Excel 2007 – Module 1 is part of a series of publications designed to assist in the development of a coherent and comprehensive learning program for Microsoft Excel 2007. Each publication in the series aims to grow the learner’s skill and knowledge and to take these to the next level. Microsoft Excel 2007 (<i>Modules series</i>) is available in 2 publications as follows:</p> <p><i>Module 1</i> Core level – takes the complete novice user to the point where they can comfortably create, edit, and print workbooks. The emphasis here is on correctly entering data into worksheets and building effective formulas. INF720/770</p> <p><i>Module 2</i> <i>Techniques &amp; Features</i> level – builds on the core skills attained in Module 1, and takes the learner on a voyage of discovery into the more advanced features of Microsoft Excel 2007 especially those pertaining to data and numeric analyses and automation of operations. INF721/771</p>
<b>Challenge Exercise Editions</b>	<p>Microsoft Excel 2007 (<i>Modules series</i>) publications are available with or without <i>Challenge Exercises</i>. <i>Challenge Exercises</i> are additional end-of-chapter practice exercises designed to test the learner’s understanding and skills in the subject matter covered in the chapter.</p> <p>The <i>Challenge Exercises</i> with complete solutions and samples are also available on the <i>Trainer Resource CD</i>.</p>
<b>Licencing Options*</b>	<p>All Microsoft Excel 2007 (<i>Modules series</i>) publications can be licenced. A publication licence allows you to reproduce and/or modify the content of the standard publication. With a licence you receive the publication in both PDF (for reproduction) and Microsoft Word formats, already customised with your nominated footer text. In addition you receive the full Trainer Resource CD for the licence.</p> <p>Licences offer outstanding value for organisations planning large scale training and/or organisations that have their own printing and duplicating facilities.</p>
<b>Customisation*</b>	<p>Microsoft Excel 2007 (<i>Modules series</i>) publications have been created using our own in-house courseware generation system, <i>EngineRoom™</i>. This system allows us to create standard publications and to also produce custom courseware for customer special needs and requirements.</p> <p>Whether it is simply the use of your covers, a change to a footer, or a total revamp of the content, contact us for full details of how this can be done. It’s all just too easy with <i>EngineRoom™</i> and costs are amongst the most competitive in the market. Customisation can help your organisation stand out from the pack.</p>
<b>Further Information</b>	<p>For more information on other publications, licencing, customisation, or whatever, please contact one of our customer service representatives on (03) 9851 4000 or email us on <a href="mailto:info@watsoniapublishing.com">info@watsoniapublishing.com</a>.</p>

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\* Licencing and customisation services do have some special conditions and you are advised to contact one of representatives for further details on these innovative features and services.