

Microsoft Excel 2007 Level 1

General Description

Microsoft Excel 2007 Level 1 is part of a 3-Level study program for Microsoft Excel 2007. The course provides the learner with the skills and knowledge necessary to create workbooks in Microsoft Excel. It covers creating a new workbook, adding data, editing data, working with formulas, printing and charting.

Learning Outcomes

At the completion of **Microsoft Excel 2007 Level 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, create and work with formulas and functions used to perform calculations
- understand and use formula cell referencing to create more complex formulas
- understand and work with ranges in a worksheet
- copy and paste data in Excel
- use font formatting techniques to greatly enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand and use the number formatting features in Excel
- print your workbook data
- create effective charts in Microsoft Excel

Target Audience

Microsoft Excel 2007 Level 1 is designed for beginner users who have little or no understanding, knowledge of, or experience in using Microsoft Excel.

Prerequisites

Microsoft Excel 2007 Level 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.

Approx* Duration

172 pages (approximate duration: 7 – 8 hours)

Course Disk

Many of the topics in **Microsoft Excel 2007 Level 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. Simply follow the student files link on the home page. You will need the product code for this course which is **INF722**.

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 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

Level 1

Contents

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

- Understanding Workbooks
- 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

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

Selecting Ranges

- Understanding 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

Font Formatting

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

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

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

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