

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.



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Product Information

Microsoft Excel 2007

Level 1

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Getting To Know Excel

- Starting Excel
- The Excel Screen
- Using The Ribbon
- Using KeyTip Badges
- Minimising The Ribbon
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- The Office Button
- Using The Office Button
- The Status Bar
- Customising The Status Bar
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- Creating Formulas That Add
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- Understanding Copying In Excel
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- Copying From One Range To Another
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- Selecting A Printer
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Concluding Remarks

Your supplier is:

Product Information