

Microsoft Excel 2007 Module 1 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Excel 2007 Module 1 (with Challenge Exercises) are sufficient to be able to create solid and accurate workbooks using data and formulas from the keyboard. You 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 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none">• understand the origins of and basic uses for spreadsheets• work within the basic Excel environment• create a new workbook• open and navigate within workbooks and worksheets• understand and work with ranges in a worksheet• use the fill operations available to fill a data series• understand, create and work with formulas and functions used to perform calculations• understand and use formula cell referencing to create more complex formulas• make changes to data in a workbook• format rows and columns in a worksheet• understand and use the number formatting features in Excel• use font formatting techniques to greatly enhance the look of a worksheet• work with various elements of a worksheet• print your workbook data• 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 (with Challenge Exercises) is designed for users 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 (with Challenge Exercises) 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	228 pages
Approx* Duration	38.0 hrs
Course Disk	Many of the topics in Microsoft Excel 2007 Module 1 (with Challenge Exercises) 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 INF775.
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 are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* 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, May 27, 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 (with Challenge Exercises)

Contents

Spreadsheets

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The Appropriateness Of Spreadsheets
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Working With Workbooks

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

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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Formula Referencing

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

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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size

Your supplier is:

Product Information



- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

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
- Practice Exercise

Sorting Data

- Understanding Sorting
- Performing An Alphabetical Sort
- Sorting By Rows
- Sorting Numbered Lists
- Practice Exercise

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
- Practice Exercise

Concluding Remarks

Your supplier is:

Product Information