

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.



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Product Information

Microsoft Excel 2007

Module 1 (with Challenge Exercises)

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Your supplier is:

Product Information



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- Practice Exercise

Concluding Remarks

Your supplier is:

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