

Microsoft Excel 2007 Level 1 (with Challenge Exercises)

General Description	The skills and knowledge acquired in Microsoft Excel 2007 Level 1 (with Challenge Exercises) are sufficient to be able 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 (with Challenge Exercises) you should be able to: <ul style="list-style-type: none">• 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 (with Challenge Exercises) 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 (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	190 pages
Approx* Duration	31.7 hrs
Course Disk	Many of the topics in Microsoft Excel 2007 Level 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 INF777.
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 Wednesday, May 28, 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 (with Challenge Exercises)

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
- 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

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

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

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

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
- Practice Exercise

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
- 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

Your supplier is:

Product Information



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

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

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