

## Excel 2007: Basic

1 day

### Description

This ILT Series course teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (77-602). For comprehensive certification training, students should complete Excel 2007: Basic, Intermediate, and Advanced.

### Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

### Course Outline

#### **Unit 1: Getting started**

Topic A: Spreadsheet terminology  
Topic B: Exploring the Excel window  
Topic C: Getting help  
Topic D: Navigating workbooks

#### **Unit 2: Entering and editing data**

Topic A: Entering and editing text and values  
Topic B: Entering and editing formulas  
Topic C: Working with pictures  
Topic D: Saving and updating workbooks

#### **Unit 3: Modifying a worksheet**

Topic A: Moving and copying data  
Topic B: Moving and copying formulas  
Topic C: Absolute and relative references  
Topic D: Inserting and deleting ranges, rows, and columns

#### **Unit 4: Using functions**

Topic A: Entering functions  
Topic B: AutoSum  
Topic C: Other useful functions

#### **Unit 5: Formatting worksheets**

Topic A: Formatting text  
Topic B: Formatting rows and columns  
Topic C: Formatting numbers  
Topic D: Conditional formatting  
Topic E: Copying formats and applying table formats

#### **Unit 6: Printing**

Topic A: Preparing to print  
Topic B: Page Setup options  
Topic C: Printing worksheets

#### **Unit 7: Creating charts**

Topic A: Chart basics  
Topic B: Modifying charts  
Topic C: Printing charts

#### **Unit 8: Managing large workbooks**

Topic A: Viewing large worksheets  
Topic B: Printing large worksheets  
Topic C: Using multiple worksheets