



Microsoft Excel 2007 Level 1

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows XP: Basic or equivalent experience.</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Start Microsoft Excel; identify the main components of the Excel window and an Excel workbook; use the Help feature; and navigate worksheets Enter and edit text, values, formulas; insert pictures in a worksheet; use AutoFill; and save and update a workbook.</p> <p>Move and copy data; insert and delete ranges; and work with relative and absolute references when creating and copying formulas.</p> <p>Use the SUM function, the AutoSum button, and the AVERAGE, MIN, MAX, COUNT, and COUNTA functions to perform calculations in a worksheet Format text, numbers, rows, and columns in a worksheet; use conditional formatting; copy formats; and use table formats.</p> <p>Preview and control Page Setup options for a worksheet; check spelling; find and replace data; print a worksheet; and set and clear a print area.</p> <p>Create, format, modify, and print charts based on worksheet data.</p> <p>Manage large worksheets and multiple worksheets.</p>	<p>Outline:</p> <p>Getting started</p> <p>Spreadsheet terminology Exploring the Excel window Getting help Navigating workbooks</p> <p>Entering and editing data</p> <p>Entering and editing text and values Entering and editing formulas Working with pictures Saving and updating workbooks</p> <p>Modifying a worksheet</p> <p>Moving and copying data Moving and copying formulas Absolute and relative references Inserting and deleting ranges, rows, and columns</p> <p>Using functions</p> <p>Entering functions AutoSum Other useful functions</p>	<p>Formatting worksheets Formatting text Formatting rows and columns Formatting numbers Conditional formatting Copying formats and applying table formats</p> <p>Printing</p> <p>Preparing to print Page Setup options Printing worksheets</p> <p>Creating charts</p> <p>Chart basics Modifying charts Printing charts</p> <p>Managing large workbooks</p> <p>Viewing large worksheets Printing large worksheets Using multiple worksheets</p>
--	--	---