



Microsoft Excel 2007: Introduction

Overview: This course is designed to teach students how to create, edit, format, and print basic worksheets and workbooks in Microsoft Excel 2007.

Prerequisites: Windows XP Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Exploring the Excel Environment

- Explore the User Interface
- Explore the Ribbon
- Obtain Help
- Customize the Quick Access Toolbar

Lesson 2: Working with an Excel Worksheet

- Navigate in Excel
- Select and Enter Data
- Save a Workbook

Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert and Delete Cells, Columns, and Rows
- Search for Data in a Worksheet
- Spell Check a Worksheet

Lesson 4: Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create a Mixed Reference

Lesson 5: Formatting a Worksheet

- Convert Text to Columns
- Modify Fonts
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Merge Cells
- Apply Number Formats
- Align Cell Contents
- Find and Replace Formats
- Apply AutoFormat
- Apply Cell Styles
- Apply Themes



Lesson 6: Developing a Workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets

Lesson 7: Printing Workbook Contents

- Set Print Titles
- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation
- Set Page Breaks
- Print a Range

Lesson 8: Customizing Layout

- Split a Worksheet
- Arrange Windows
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Worksheets