

## EXCEL LEVEL 1

### Basic Excel Skills

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#### Synopsis:

This module covers the essential concepts of Excel 2007 and spreadsheets, including guidance on how to use then new Excel interface, and topics helping you to create a spreadsheet from scratch. This module concentrates on starting Excel, using and customizing the interface, worksheets, basic workbook skills, ranges, simple formulas, copying and moving data, and printing.

#### Prerequisites:

An understanding of Windows

#### Objectives:

- Explore Excel
- Use basic workbook skills
- Work with ranges
- Create simple formulas
- Copy and move data
- Print

#### This module includes:

##### Exploring Excel

- Working with Excel
- Starting Excel
- Using the Interface
- Using the Office button
- Exploring Excel Options
- Working with Worksheets
- Using the Ribbon Tabs
- Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Customizing the Status Bar
- Exiting Excel

##### Using Basic Workbook Skills

- Selecting a Cell using the Keyboard
- Using KeyTips
- Scrolling using the Mouse
- Using the Scrollbar Shortcut Menu
- Using the Go To Dialog Box
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook

##### Working with Ranges

- Using Ranges
- Selecting Ranges with the Mouse
- Selecting Ranges with the Keyboard
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the Auto Fill Feature

## EXCEL LEVEL 1

### Basic Excel Skills

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#### **Creating Simple Formulas**

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum Button
- Using the AutoSum List
- Using Formula AutoComplete
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors

#### **Copying and Moving Data**

- Copying/Cutting and Pasting Data
- Copying and Pasting Formulas
- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Creating an Absolute Reference
- Filling Cells
- Using Drag-and-Drop Editing
- Using Undo and Redo

#### **Printing**

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range
- Printing a Page Range
- Printing Multiple Copies

## Improving Worksheet Appearance

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### Synopsis:

This module deals with page layout, formatting, working with columns and rows, automatic formatting and styles, and getting help.

### Prerequisites:

An understanding of Windows

### Objectives:

- Use page layout
- Format numbers
- Format text
- Work with columns and rows
- Format cells
- Use automatic formatting and styles
- Get help

### This module includes:

#### Using Page Layout

- Setting Margin and Centering Options
- Changing the Page Orientation and Paper Size
- Repeating Row and Column Labels
- Scaling a Worksheet
- Changing Page Breaks
- Setting/Removing a Print Area
- Changing Sheet Options
- Creating Headers and Footers
- Using Built-in Headers and Footers

#### Formatting Numbers

- Using Number Formats
- Using the Accounting Number Format
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places

#### Formatting Text

- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping Text in a Cell
- Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation

#### Working with Columns and Rows

- Selecting Columns and Rows
- Using Narrow Column Tooltips
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Inserting a Row
- Deleting a Column
- Deleting a Row

# MICROSOFT OFFICE 2007 COURSE OUTLINE

## Improving Worksheet Appearance

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### **Formatting Cells**

- Using the Merge and Centre Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button
- Drawing Cells Borders
- Using the Fill Color Button
- Pasting Formats
- Using the Format Painter Button
- Copying Formats to Non-adjacent Cells
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Selected Cells

### **Using Automatic Formatting and Styles**

- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats and Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles

### **Getting Help**

- Using Microsoft Excel Help and Resources
- Working with Excel Help
- Looking Further for Answers